WILLIAM SAXBY TAVEL

September 8, 1964

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Gale
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Miss Holmes
Miss Gandy

Dear Mr. Hoover:

I received your letter today on the occasion of my Twenty-third Anniversary, and I appreciate your thoughtfulness in sending it. It is a privilege to work under your leadership in an organization whose accomplishments have made it so universally respected. Each such anniversary reminds me that I am proud to serve the Bureau, and I hope to continue for many more years.

Sincerely,

Saxby Tavel

Saxby Tavel

REC-140

67-215521-305
Searched 38 Numbered
SEP 10 1964

Honorable J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D.C.

THREE

12

September 8, 1964

PERSONAL

Dear Tavel:

I note that you are celebrating your Twenty-third Anniversary with the Bureau, and I did want to drop you this note to extend best wishes and congratulations for this special occasion. Many happy returns of the day!

Sincerely,

J. EDGAR HOOVER

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Anniversary 9-8 - Tuesday

JEH:edm (3)

Tolson
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Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

SENT FROM D. O.
TIME
DATE
BY

MAIL ROOM ☐ TELETYPE UNIT ☐

PX

8-26-64

AIRTEL

To: SAC, Richmond (88-5603)

From: Director, FBI (88-31248)

FERGUS NEIL MAC LEOD, aka
FUGITIVE
UFAP - MURDER

Assistant Director William S. Tavel advised today that he resides at 4117 Woodacre Drive, McLean, Virginia, which is across the street from the home of Mrs. Mina or Myna MacLeod, the widow of Robert MacLeod, a former attorney employed by the U. S. Department of Justice, recently deceased. A detective of the Arlington Police Department furnished Mrs. Phyllis Tavel information that Robert MacLeod had been a brother of the subject.

Mrs. Tavel said that Mrs. Mina MacLeod had been on vacation for the past ten days to two weeks and has been reported to be visiting her daughter, Mrs. Tony (Ann) Cashin, who resides somewhere in Scarsdale, Pelham or White Plains, New York, and that her husband is in the stock brokerage business in New York City. Mrs. MacLeod has been reported to have intended to proceed to Cape Cod, Massachusetts, with her daughter and then upon returning, leave her daughter at the daughter's farm near Poughkeepsie, New York, and then return to McLean during the current week.

Mrs. Tavel also stated that Mrs. Robert Rogers, residing on Woodacre Court, McLean, was a friend of Mrs. MacLeod and might know her whereabouts while on vacation. Furthermore, a Mrs. Patty Snead, residing near Mrs. MacLeod on Woodacre Drive, had furnished the information that Mrs. MacLeod intended to leave her daughter at the Poughkeepsie farm.

Mrs. MacLeod should be located and interviewed to determine whether her husband was in fact a brother of the subject or related to him and should be interviewed as to the MacLeod's association with the subject, their knowledge of his activities and as to complete family and background information concerning him.

MAILED 7
AUG 26 1964
COMM-FBI

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WCM:njc
(4)

RECORDED
7 SEP
REC 20 88-31248-9

XEROX
SEP 3

EX-108

19 AUG 27 1964

MAIL ROOM ✓ TELETYPE UNIT

PERS. REC. UNIT

If the MacLeods are in fact relatives of the subject, you should take the necessary steps to insure that the subject is not utilizing the MacLeod's residence during its vacancy.

The foregoing confirms telephonic conversation with SA John F. Morrison, Alexandria, Virginia, Resident Agency on this date.

NOTE:

Assistant Director Tavel furnished the information in the instant airtel to SA William C. Maupai on 8-26-64. It was furnished telephonically to SA John F. Morrison at the Alexandria Resident Agency immediately. SA Morrison advised that interview with subject's brother, John F. Morrison, disclosed that the subject did not have a brother named Robert as advised by a representative of the Arlington Police Department. Interview with Robert MacLeod's widow will clarify this matter.

July 28, 1964

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

I want to commend, through you, the personnel in the Files and Communications Division who contributed to our blood donor program during the past fiscal year.

As a result of the enthusiastic manner in which those in your division took part in this extremely worthwhile endeavor the Bureau was able to exceed its quota of donations. Please convey my sincere appreciation to those responsible.

MAILED 2
JUL 28 1964
COMM-FBI

Sincerely yours,

J. Edgar Hoover

JUL 28 9 51 AM '64
REC'D-READING ROOM
F B I

1 - Miss Usilton (Sent Direct)

67-215-238-363
JUL 29

CTP
(4)

REC-144

Based on memo Davidson to Callahan 7-21-64 re: "Blood Donor Program, American Red Cross, Bethesda Naval Hospital."

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MAIL ROOM ☐ TELETYPE UNIT ☐

July 16, 1964

~~PERSONAL~~

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

JUL 16 1 10 PM '64
REC'D-READING ROOM
F B I

Dear Mr. Tavel:

An official inquiry conducted by the Inspection Division has disclosed that a former employee was permitted to remain on her assignment to the night force even though she was not fully qualified and capable of handling her assigned duties. You were derelict in this instance in your failure to insure that this employee was reassigned to other duties.

Hereafter, you should insure that no employee is assigned and kept on the night shift unless he is qualified and capable of handling all types of work assigned to that shift, and it will be incumbent upon you to carry out recommendations made by the Inspector to strengthen the error system to provide for complete accountability of disposition of errors.

MAILED 19
JUL 16 1964
COMM-FBI

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

87-215528-3022
REC-179
Indexed Numbered 98
1 JUL 17 1964

1 - Files and Communications Division Personnel File

Based on J. H. Gale to Mr. Tolson memo 7/10/64, PCY:bhg.

SRB:ped (4)

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98
JUL 17 1964

MAIL ROOM ☐ TELETYPE UNIT ☐

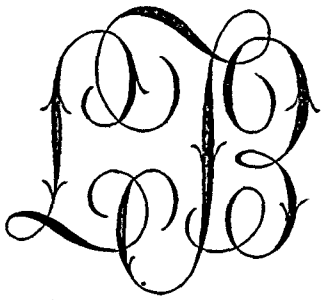
July 21, 1964

Dear Mr. Hoover:

Your beautiful letter of congratulations on our marriage and good wishes for our future has given my husband and me the greatest joy.

A delightful surprise, it was waiting for us in Cincinnati when we returned from our wedding trip— Such exceptional thoughtfulness on the part of one who carries such major responsibilities for our nation is one more measure of your great attainments as an individual. It sets a high standard for us all.

As you may suspect, your letter is going right into our bridal book as an important part of our memories of our happy day.



Fred joins me in sending our warmest thanks and deep appreciation for this beautiful expression of your friendship.

With every good wish for your own happiness,

Sincerely,

Emilie Tavel Livezey

5117 Colerain Avenue
Cincinnati, Ohio

DO-6

OFFICE OF DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

MR. TOLSON
MR. BELMONT
MR. MOHR
MR. CASPER
MR. CALLAHAN
MR. CONRAD
MR. DELOACH
MR. EVANS
MR. GALE
MR. ROSEN
MR. SULLIVAN
MR. TAVEL
MR. TROTTER
MR. JONES
TELE. ROOM
MISS HOLMES
MRS. METCALF
MISS GANDY

W. S. Tavel

JUL 23 1964

67-NOT RECORDED
5 JUL 28 1964

MR. TOLSON July 10, 1964

J. H. GALE

MRS. BILLIE L. DOVE, Former File Clerk
FILES AND COMMUNICATIONS DIVISION
EOD 12/22/55 (Adjusted), RESIGNED 6/28/64

SYNOPSIS

On 6/29/64, Mrs. Billie L. Dove, former file clerk, night File Review Unit (FRU), endeavored to see the Director. On Director's unavailability, referred to Mr. Tavel and presented 8-page typewritten letter of resignation dated 2/28/64, which she admittedly prepared in March, 1964, but held until resignation. In letter Mrs. Dove makes allegations re assignment of work and error system in FRU. On Director's instructions allegations checked by Inspection Division. Summary of findings and recommendations are as follows:

Mrs. Dove alleges while assigned to night force of FRU (8/61-6/64), she was given harder type work and denied specials and certain work given other employees which enabled them to make higher production; also alleged discrimination and partiality in scoring errors in her unit, citing examples and incidents to show errors being ignored, torn up and thrown away or changed by coordinator; also stated guidelines and rules for eliminating or identifying references left confusion in the minds of the file reviewers, examiners who check for errors, and supervisors; also during former assignment to Name Searching Unit she overheard one boy say he was improperly handling searches to make high production. Most incidents cited deal with employees since resigned and many are generalities and hearsay.

Inspector's findings show allegations unfounded. No discrimination or favoritism found in assigning work or applying error system; working guides for work assignments and error program complete and adequate. While no evidence found errors being deliberately changed or thrown away, Inspector feels current system has gap in chain of accountability for errors which would permit employee to make such allegations. Rather than have the Examining Unit Coordinators number and log errors after receipt from examiners for further evaluation, this should be done in office of FRU clerical supervisor. This would provide complete accountability for all error slips from time prepared by examiners to final evaluations by FRU supervisor. Mr. Tavel does not agree; feels current system satisfactory.

Enclosures

1 - Mr. Callahan (Attention Mr. C. R. Davidson)
1 - Files and Communications Division Administrative File
1 - Personnel Files of Glover, Maltz, Short and Tavel

PCY:bmg (8)

Memo for Mr. Tolson
Re: Billie L. Dove

Inquiry further reveals justification of FRU night shift as handling special file reviews not completed by day shift and those received at night; other regular mail handled, time permitting. Work assignments are fair, equitable, and impartial; basically handled same manner as on day shift; however, those requests requiring special handling or short deadlines necessarily assigned to those employees believed capable of handling them. As a rule employees assigned night force on voluntary basis, providing work record, production and errors, satisfactory. (Mrs. Dove volunteered for nightshift as husband on night shift, Identification Division.)

Bureau files reflect Mrs. Dove's work record never rated above satisfactory; while low on errors, her production has barely exceeded required level since at least October, 1961. On 10/24/62 Mrs. Dove refused to sign "Satisfactory" performance rating claiming she should have been rated Excellent and was being discriminated against in work assignments. Inquiry conducted at that time by Agent Supervisor Norman F. Stultz and Section Chief Lester E. Short, revealed Dove slow employee, had difficulty in meeting production and her assignments limited to those she could adequately handle. From current inquiry by Inspector it appears Mrs. Dove's performance has not appreciably improved since that time. Employees and supervisors acquainted with Mrs. Dove and her work all agree that she was extremely hard working, sincere and conscientious. While meeting minimum production requirements and keeping errors low, she was regarded as not completely qualified to handle all assignments on the night force, and her assignments limited to those not requiring special handling and close deadlines. Mrs. Dove also described as lacking in confidence and self-reliance, frequently redid her work to prevent errors, and required inordinate amount of supervision. Clerical Supervisor Charles B. Glover states he frequently had discussions with coordinators re Mrs. Dove's difficulties and in turn discussed them with Agent Supervisor Stultz. Supervisor Stultz does not recall specific discussions with Glover or coordinators but was aware she was slow and experiencing difficulty with production. Neither felt her difficulties were serious enough to remove her from night shift so long as she continued to meet production and error requirements. Section Chief Short states her work record satisfactory and he has received no complaints concerning her work. Mr. Tavel advised Inspector (memo attached) no reason existed to remove Mrs. Dove from night shift, as her production and accuracy records satisfactory; no unique qualifications are necessary for employees to work nights; employees with satisfactory work performance on days can work nights.

While the justification given for retaining Mrs. Dove on the night staff was that she was able to meet the minimum requirements for production and errors, Inspector believes that her difficulty in making production and her lack of competency should have disqualified her presence on the night force as her assignments were necessarily restricted. Mrs. Dove, in effect, was a limited-type employee and not available to handle all assignments on her shift. This undoubtedly gave rise to her feeling which she nurtured for some time that she was being discriminated against.

Memo for Mr. Tolson
Re: Billie L. Dove

In view of Mrs. Dove's obvious lack of qualifications for the handling of the special work of the night force which is really the primary justification for the existance of night force, supervisory action should have been taken by Messrs. Glover, Stults, Short and Tavel to see to her removal and reassignment. Had this been done, the basis for alleged discrimination would have been removed and it is possible she may have never brought instant allegations.

RECOMMENDATIONS

1. That Messrs. Glover, Stults, Short and Tavel be censured for their failure to reassign Mrs. Dove from the night force of the File Review Unit when it was obvious that she was a marginal employee and not qualified to handle all assignments of the night force.

2. Hereafter no employee be placed or kept on the night shift unless qualified and capable of handling all types of work received on the night force of the File Review Unit.

3. That Mr. Tavel carry out the Inspector's recommended strengthening of the error system to provide for complete accountability of disposition of errors.

Memo for Mr. Tolson
Re: Billie L. Dove

DETAILS

On the morning of 6/29/64, Mrs. Billie L. Dove, then GS-4 File Clerk, night shift, File Review Unit (FRU), Files and Communications Division, appeared at the Director's Office asking to see the Director to personally present her resignation. She was advised of the Director's absence. The Director later indicated he would be unable to see her. She was referred to her supervisor and she went to Mr. Belmonch's Office and talked to Mr. Mick in his absence. Mrs. Dove was thereafter referred to Mr. Tavel's Office. Mr. Tavel, by memorandum dated 6/29/64, to Mr. Mohr advised that Mrs. Dove had appeared at his office and presented an 3-page typewritten letter which he stated contained her resignation. This letter makes a number of allegations concerning conditions in the File Review Unit, and basically charges discrimination and partiality in the assignment of work and the scoring of errors. Mrs. Dove also makes other allegations and recites in detail an incident occurring in October, 1962, when she refused to sign a Satisfactory annual performance rating. Mrs. Dove in her letter concludes by stating that she doubts that anyone will verify what she has stated therein for fear of reprisals; that she doubts there is much the Director can do and she feels the only remedy is for an outside agency to thoroughly investigate. The letter is dated March 28, 1964, and indicates the effective date of resignation would be 6/26/64. Mr. Tavel points out in his memorandum that during his interview with Mrs. Dove regarding her letter she appeared mentally disturbed and it was extremely difficult to pin her down to specifics. After leaving Mr. Tavel's Office, she acted very oddly, returning several times to his outer office without speaking to anyone.

Pursuant to the Director's instructions, this matter was assigned to the Inspection Division to make a complete check into the contents of Mrs. Dove's letter. Details of the findings are set forth herein. It is noted that the incidents Mrs. Dove cites in substantiation of her allegations deal for the most part with employees and supervisory personnel who have since resigned and would, therefore, be unavailable to either refute or prove her statements.

ALLEGATION: DISCRIMINATION AND FAVORITISM PRACTICED IN THE DISTRIBUTION OF WORK

Mrs. Dove states that the File Review Unit where she worked from 1961 to the time of her resignation, receives different kinds of mail -- some is hard to review and others are easy depending on references listed. Some mail is known as "long form" which may consist of several hundred references, and "specials" which may consist of even more. Reviewers getting this type of mail can get a "fabulously high production rating" with little work while others who do "regular" or hard mail might work twice as hard and receive low production with the possibility of a greater number of errors as "specials" and "long forms" are not

checked. "Specials" and "long forms" are supposed to be distributed evenly to give each one a chance to build up his production but this is not practiced. This is positive discrimination. Mrs. Dove gave several examples of this alleged discrimination as well as instances where she allegedly was denied this type of mail. These matters will be commented on individually hereinafter.

Findings: Detailed inquiry was conducted within the File Review Unit consisting of interviews with reviewers, coordinators, and supervisory personnel as well as examination of working guides and mail assigning procedures on the day shift as well as the night shift. Results are noted as follows.

On the day shift all the mail within the File Review Unit is received at the Point of Operations Desk. This desk handles and assigns all of the incoming mail. Regular mail is retained at this desk for assignment and special mail is referred to the Special Desk. All mail is stamped in and sorted by date and assigned with the oldest date first. After careful review the mail is packaged into approximately 50 references per package and as to type of request, that is, Armed Forces, Immigration and Naturalization Service, security mail and others. After packaging the mail is placed on the outgoing shelf for the reviewers to pick up and they take only one package each time, the top package first. No one may pick out what he desires and the mail is not assigned in any way to favor one employee over another. When the reviewer completes his packet, he returns to this desk for additional assignment, which is handled in the same manner. Security mail has a 2-day deadline and all other regular mail 6 days. Some packets are harder to handle by reviewers due to the nature of the contents, but, over a period of time, average out.

Special mail, which is also in the nature of name check requests from other Government agencies, is distributed to the file reviewers assigned to the "Special Squad"; however, due to the nature of their requests, they have deadlines of one to 4 days. Again, as in the handling of regular mail by the Point of Operations Desk, packets are made of 50 references each and each stack is varied as to type of work. Work is distributed from the top of the stack on a first-come-first-served basis without favoring one employee against another. No employee is allowed to pick and choose. Occasionally telephone specials are received during the day that must be handled immediately. These are assigned to employees on this squad on a rotation basis and no favoritism is allowed. The "long form" mail is handled and assigned on a third desk by Assistant Supervisor Helen F. Hegenauer. By way of description, a long form is a piece of mail on which is attached search slips containing more than 25 references. It is possible to have a long form on regular mail as well as special mail. Special mail long form is handled on the Special Desk in the manner indicated above; however, long form regular mail is handled and distributed by Mrs. Hegenauer. This mail is assigned alphabetically to reviewers to prevent any questions as to discrimination and to

be fair to all employees. Long form regular mail is not assigned to the night shift as their long form mail originates from the Special Squad.

All individuals interviewed uniformly advised that there is absolutely no discrimination or favoritism practiced in the distribution of work on the day shift. All stated that they had no complaints regarding the distribution of this work and knew of no instances where discrimination or favoritism had occurred.

Mrs. Dove indicates that reviewers who get special mail and long forms are capable of achieving a fabulously high production rating with little work. During interview with reviewers and supervisory personnel in the File Review Unit their comments were solicited regarding this and are noted as follows: As a rule specials and long forms do offer some opportunity over regular mail for higher production but the difference is not too significant as it depends largely on the nature of the assignment and the ability of the reviewer receiving same. Specials can help production as they generally have more references to review, are easier to identify, and there is more information on the incoming forms to help identify the subject. However, they are harder to do from the aspect that the instructions for this type of review are more detailed and complicated, and pressure is on the employee to meet closer deadlines, yet avoid errors. The long form generally helps production as only one name is involved with a considerable number of references, and it is easier to retain in the reviewer's mind the background information on this name. However, a long form on a common name becomes difficult to handle and slows down the reviewing process. Most reviewers do not like long form mail because of the large number of references. Employee must be a fast reader and digest the information quickly, and lastly, must handle too many files at one time in order to evaluate the information read.

In the matter of production quotas for reviewers, the employees interviewed uniformly felt that the quotas were fair and that the average employee should have little difficulty in making the 12.5 references per hour which is required daily. The employees felt that the training program for reviewers was excellent and adequately equipped them for the job. The working guides were complete and sufficiently in detail to avoid confusion. Those interviewed felt the only reason for an employee not to make adequate production is his own inability, that is unable to read well and quickly or understand what is in the file. The reviewer cannot be too slow and must make decisions quickly and properly. Lastly, the reviewer must pay sufficient attention to his work. All agreed that for a reviewer who was not sure of himself it is easier to make production on the day shift than it is on the nigh shift, as on nights the reviewer must have the ability to do the job himself. Since only a few employees are on nights, the night reviewer must work alone and is limited to the availability of supervisors and other employees to talk to for guidance and assistance; whereas on the day shift a reviewer has available to him

an abundance of employees and supervisory staff who can give him the additional guidance and assistance he may need.

Mrs. Dove is entirely wrong in her comments that specials and long forms are also easier to handle since they are not checked for errors. Detailed inquiry into the error review process which will be set forth hereinafter in this memorandum reveals that all mail, regardless of whether it is specials, long forms or regular, receives the same treatment regarding checking for errors. No mail is exempt from this checking.

Night Shift Operations:

The primary function of the File Review Unit night shift is to handle special file reviews received after the day shift leaves. At the same time the night shift reviews specials left by the day shift as well as old date regular mail and other regular mail, time permitting and in the absence of special requests. Inquiry reveals that on the average day approximately 250 references on special mail are left over and are referred to the night shift squad. As for regular mail, approximately 8 to 10 packs are left over each day and sent to the night shift to handle, the oldest date first, following the completion of available specials and those which are received from the various divisions throughtout the shift. Basically the work on the night shift is comparable to that of the Special Squad on days as it handles the more difficult mail. In recent months the work on this shift has predominantly been specials. However, some regular mail has been included. There are no basic guidelines, written or otherwise, for the selection of personnel for the night force. As a rule the night staff is selected by Clerical Supervisor Charles B. Glover and the employees are selected on the basis of the satisfactory work performance and attendance in the File Review Unit while on the day shift. Until recently the employees designated for the night shift have been assigned on a voluntary basis. However, in recent weeks there has been a shortage of personnel desiring this shift and they have been selected from the day shift and designated for night work. The general guideline is that if an employee was satisfactory on days then he can be assigned on nights. Due to the nature of the assignments on nights, time permitting, the employee is afforded at least one week training on the "Special Squad" before being assigned to the night shift in the File Review Unit.

As for the assignments on the night shift, inquiry with reviewers and supervisory personnel reveals that basically these assignments are made in the same manner as they are on the day shift. At the bgginning of the shift those specials which are held over from the special squad on days are distributed in packets to the night employees. All work assigned must be completed that night. The amount of work assigned varies depending on the amount of mail held over from the day shift. Employees interviewed are in agreement that the work so distributed shows

no discrimination or favoritism and that the supervisors appear to be fair and impartial. Every attempt is made to give each employee his share of the specials and long forms as well as other mail. If, during the shift, additional special requests are received either by phone or in the mail inasmuch as the request must be handled in the remaining hours before midnight, special attention is given to these requests and assignment is made to those employees who are believed capable of handling these assignments in the remaining hours. Among those employees capable, these assignments are rotated or, if too large, are split up in order to meet the short deadlines. Additional special requests are received from approximately 7:30 to 8:30 p.m., when specials come from Name Searching or from other divisions at the Seat of Government. Employees interviewed, even the newer ones, state they had no complaints as to the assignment of work on the night shift and felt that they had received their fair share of all assignments. As for the assignment of work to Mrs. Dove, this matter will be treated separately in this memorandum.

The Files and Communications Division by memorandum 10/2/58, in justifying need for FRU night shift, stated that the purpose of this night shift is to handle special review projects which cannot be completed by day shift personnel or which arise during the evening hours. Current justification for this shift is contained in memorandum 6/1/60, which states the night shift is principally involved in the handling of special requests and returning files to cabinets, which facilitates the handling of many of these same special requests. The FRU reviews files as requested by Bureau officials and supervisors and special name checks for the White House. They also obtain background information for correspondence desks and other special requests such as to ascertain background information on prominent individuals who request to see the Director. The latter memorandum reduced the authorized complement of the FRU night force from 11 to 7 which is the number currently assigned. (66-7864-430x; 67-80000-2362).

Mr. Glover by memorandum to Inspector 7/9/64 (attached) states the function of the night shift (FRU) is to handle special file reviews after the day shift leaves. In the absence of specials received after 4:30 the night shift reviews specials left by the day shift, old date regular mail, and regular mail. Mr. Glover states the employees assigned to the night shift are known to him from their work on the day shift, and he assigns no one to nights unless their work and attendance records are entirely satisfactory. As he recalls, Mrs. Dove's assignment to nights was voluntary on her part and her work and attendance had been satisfactory prior to that time.

Mr. Tavel in memorandum to Inspector, 7/9/64 (attached), states that no unique qualifications are necessary for employees to work on FRU night shift.

Therefore, no special procedures are necessary to select people for this shift. The work performed on the night shift is simply a continuation of the work performed on days and since only six employees and one supervisor are assigned, the supervision is actually closer. Therefore, any employee whose production and accuracy records are satisfactory and whose performance record is satisfactory on an over-all basis is qualified to work on the night shift.

Normally employees are assigned to nights on a voluntary basis as night shift work is considered by most employees as an undesirable shift. On those occasions when it becomes necessary to assign people to this shift other than volunteers, the selection will be based on seniority with those having the least seniority being considered first for such less desirable assignment provided their records are entirely satisfactory and they have sufficient experience. The night shift does not demand that only those employees with the highest production and accuracy records be assigned to this shift. To select employees on such a basis would remove any motivation to achieve such levels so as to avoid being assigned to the night shift. The assignment of employees from the day to night shift or vice versa is one of those day-to-day supervisory tasks normally handled within the unit.

With regard to Mrs. Dove, her work performance over an extended period, including accuracy and production, was entirely satisfactory as reflected by her production and accuracy records. Therefore, in Mr. Tavel's opinion, there was no reason nor basis to consider reassigning her from the night shift. Neither has there been any indication, to his knowledge, that the work of the FRU night shift has been handled in other than a most expedite manner.

Memo for Mr. Tolson
Re: Billie L. Dove

SPECIFIC ALLEGATIONS

Allegation: Mrs. Dove in support of her allegation of discrimination in assignment of work claims that Jackie Howell and Don Wikert were getting a very great number of specials and long forms which enable them with ease to build up production at an all-time high each month. She claims that on one occasion supervisor Basil Futrell had given Wikert so much good mail that he couldn't do it and asked Futrell to reassign it. On another occasion assistant supervisor Evelyn Faust had given Dove some long forms when Futrell was out to lunch and when he returned he became upset because of this and for the next couple of nights Mrs. Dove was given such hard mail she had to come in two hours early to keep up her production.

Findings: Basil Lee Futrell, former night shift supervisor resigned 4/3/64 and Evelyn Faust, former file review employee resigned 6/12/64. It is, therefore, not possible to obtain their comments regarding Mrs. Dove's statements.

However, personnel presently available who are familiar with the work of Howell and Wikert were interviewed and advised that Howell and Wikert were extraordinary reviewers. Both were extremely capable, fast and had little trouble in analyzing references and making decisions. Both were capable of turning out 200 to 300 references daily on any type work and there was no evidence indicating favoritism in assignment of work to these individuals.

A review was made of production records available in the File Review Unit which indicated that both Wikert and Howell were exceptionally high producers. Even as a new employee in the unit Wikert repeatedly exceeded the quota by at least thirty per cent and later by a considerably higher margin. Both Wikert and Howell had received letters of commendation for the excellent performance of their duties.

Donald A. Wikert, interviewed 7/2/64, the date of his resignation, denied being favored by his supervisors. He stated that Howell was one of his best friends and considered to be the outstanding reviewer then assigned. Wikert had repeatedly worked as hard as he could in order to keep up with or exceed Howell's production. As for being over assigned by Basil Futrell, Wikert stated that Futrell was one of the best supervisors he had ever worked for. Futrell had a way of getting more work out of people than other supervisors could primarily by giving an employee a little more than he could handle and needling him in a friendly way to complete it. Futrell, on many occasions, gave Wikert more than he could handle and as a result of trying to finish it Wikert had high production. Wikert stated that neither Futrell nor anyone else ever favored him or any other night employee that he knew of as to type of assignments. He knew of no discrimination whatsoever in the assignment of work on the night shift. As for Mrs. Dove, Wikert stated that she disliked Futrell

intensely and she had complained about other supervisors being unfair in assigning her work. As a matter of fact, prior to Futrell's return from military service, Mrs. Dove made an effort to discredit him by telling all employees on the night shift that he was a poor supervisor, was hard to get along with, gave his friends easy assignments for high production and that he always gave her the worst ones. After Futrell's return and assignment as night supervisor the employees soon saw that the allegations of Mrs. Dove were not true, that Futrell was a firm but fair and impartial supervisor and everyone liked him.

Allegation: Mrs. Dove states that about the middle of February, 1964, Evelyn Faust stated that the front office had rewritten her job description and had written her out of a job. She seemed upset and stated that if she were put on the special squad on the day shift she might as well resign as her mail would be checked one hundred per cent and she would be errored out of File Review.

Findings: According to clerical supervisor Charles B. Glover, File Review Unit, there is no validity to Mrs. Dove's statement. There was absolutely no consideration being given to reclassifying Mrs. Faust out of her job, which prior to her resignation was assistant night coordinator and file reviewer. Mrs. Faust was doing an excellent job and was considered to be an excellent employee in every respect. Mrs. Faust did indicate that she was thinking about requesting transfer to the day shift which she had actually done on 3/2/64 since her husband was working for the Department of Agriculture from 9:00 to 5:30. As indicated in Bureau records, Mrs. Faust was transferred to the day shift and was placed on a sixty-day trial assignment as GS-5 file clerk in the Name Searching Unit on 3/17/64. Her promotion was effective 5/24/64 and she performed these duties until her resignation, effective 6/12/64.

Mrs. Dove's statement that Mrs. Faust's work if put on the special squad on day shift would be checked one hundred per cent for errors is completely inaccurate as the employees in the File Review Unit, regardless of squad assignments, receive equal treatment re checking of errors which is at least seven per cent of employee's work.

Allegation: Mrs. Dove claims that she was first discriminated against after she transferred to the night shift file review (6/21/61). Basil Futrell was the supervisor and Joanne Gordon his assistant. She never received long forms or specials and her mail consisted of "one reference" forms subject to one hundred per cent check for errors while other mail was checked about seven per cent. When Futrell went to the service, Gordon became supervisor but still didn't give Dove any long forms or specials.

Findings: As indicated previously, Basil Futrell and Joanne Gordon have resigned and are no longer Bureau employees. Available employees who were then on file review advised that so far as they know there was no discrimination or partiality in the assignment of work by either Futrell or Gordon. Everyone received his fair share of specials, long forms and regular mail. However, there were occasions when specials with only a few hours deadline were received during a shift and these were by necessity assigned to the employees capable of completing them within a short deadline and on a rotation basis.

It is noted that Mrs. Gordon in a memorandum to Mr. Tavel, 10/24/62, with regard to Mrs. Dove's satisfactory performance rating stated that Mrs. Dove had been given a great variety of work, both regular and special. However, it took her twice as long as anyone else to handle it. As a result, if short deadline specials were received as they generally were between 8:00 and 9:00 p.m. or if any of these specials were lengthy she could not assign these to Dove as it was her responsibility to see that the work was handled promptly and the deadlines met. According to Mrs. Gordon, Mrs. Dove got just as much special work as other employees with the exception that Mrs. Dove got the specials that Gordon knew she could handle by the deadline set.

Allegation Mrs. Dove claims that in May, 1964, after she had returned to work from sick leave a great number of specials came in but she was not allowed to do them per instructions of Mr. Glover. Further, a reviewer, Joe Martin, was given one type of special while other specials were in his drawer, yet she was doing regular mail. On another occasion some specials and long forms were received but she didn't get any. She asked Mark Gormley and he told her she couldn't get them out by 12:00 anyway. Mrs. Dove claims that it is not the supervisor's duty to surmise what an employee can do unless the employee has shown he can't do it, especially when it affects production.

Findings: Joseph A. Martin, formerly Night employee, File Review Unit, reassigned to Filing Unit 6/22/64, advised that he could not remember this incident at all. He claims that he was never assigned that many specials, that he got his share of them as did everyone on the night shift. He did recall, however, that sometime in late February, 1964, he had received a long 280 reference special and that it was necessary for him to finish it the next night.

Mark Gormley, file reviewer and assistant supervisor, Night File Review Unit, advised that generally he assigned Mrs. Dove the same work as anyone else on the shift including long forms and specials providing they were tye type of assignments that he knew she could complete during the shift or by 12:00. However,

in instances when specials were received during the late hours of the shift that had to be completed by 12:00 he did not include Mrs. Dove in the assignment of them as he knew she was too slow and would not have been able to complete them to meet the 12:00 deadline.

Charles B. Glover, clerical supervisor, advised that he does not recall telling any night coordinator what to specifically assign Mrs. Dove but has told them from time to time to assign her only those matters that they feel she can handle since she was a slow employee and was having difficulty in getting production.

Allegation: Mrs. Dove claims that while Shirley Ireland was supervisor they had several specials that had to go out one night. Everyone received them but Dove who had regular mail. Dove completed her work and asked for some specials. Ireland called for permission (person not known) and said Dove could not have specials and gave her more regular mail. Mrs. Dove claims this was the first "positive" proof of discrimination against her from higher up. She believes Ireland called Mr. Kuhn as he later came to their unit and Ireland became nervous and began explaining what she had done.

Findings: Mrs. Shirley Wiles, nee Ireland, advised that she was previously in the File Review Unit from August, 1960, through April, 1963, then returned to this unit as coordinator from June until October, 1963, when Futrell returned from the service. Mrs. Wiles does not specifically recall the incident mentioned by Dove. She emphatically denied having any instructions from any of her supervisory officials regarding type of assignments to give to Dove or anyone else on the night shift. She states she never had to clear with anyone or ask anyone's permission to give Dove assignments. She gave Dove regular work like anyone else including specials and long forms.

Daniel F. Kuhn, files supervisor, night shift, Files and Communications Division, advised that it is his over-all responsibility to see that the functions of the division are being properly handled at night. As a part of his duties he goes to the Records Branch in the Identification Division every night to make sure everything is being handled correctly and take care of any problems. He states he can not recall any instance where Shirley Ireland called him to discuss an assignment to Mrs. Dove with him. There is no need for her to do that as Ireland was the supervisor and had the responsibility for assigning work as she saw fit. He never gave Ireland or anyone else instructions regarding assignment of work to Dove. He has never received any complaints from anyone concerning discrimination or partiality in assignment of work or scoring of errors and has no knowledge of such practices if they existed.

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Re: Billie L. Dove

Allegation: Dove claims that on one occasion she had made a statement to Joan Gordon (resigned), her supervisor, in presence of Betty Nance (resigned), the assistant supervisor, that if she wanted to discuss a problem with anyone, she could carry it on through to Tavel. Joan Gordon said the problem would be passed right up the line to Tavel, he would have her write a memo, then he would tear it up, throw it in wastebasket and "chew her out" like she's never been chewed before. Joan Gordon also made statement that it was a waste of time to bring matters of this type to attention of Bureau officials; that while things might quiet down for awhile, they soon got back "like it is," that it was a waste of time to say anything about it and just made it hard for person doing it.

Findings: As previously noted, Gordon and Nance have resigned and are not available to comment re this. Mr. Tavel advised Inspector Mrs. Dove has no basis for making such statements. It has always been his policy to permit employees to discuss with him at any time any matters which they wanted to bring to his attention. This has been repeatedly pointed out to all employees. As indicated in his memo to Mr. Mohr, 6/29/64, fallacy of this statement was specifically pointed out to Mrs. Dove when he interviewed her on that date.

Prior Allegations: During inspection of Files and Communications Division, 12/6-24/63, Inspector, while conducting inquiry into File Review and Research Unit, received allegations from some file examiners that the coordinator (Mrs. Dorothy E. Crisp) was harsh to employees and had improperly reversed examiners in scoring errors on file reviewers. Appropriate employees were interviewed and comments received that "others change errors"; however, no specific details could be elicited. It was not possible to substantiate allegations since intervening time precluded identifying specific mail where errors allegedly reversed. Further, persons interviewed could not recall specific details. Employees instructed to immediately report such suspicions and to submit details in memo form in future. Details reflected in Inspector's summary to Director, 1/8/64.

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Re: Billie L. Dove

ALLEGATIONS AGAINST THE ERROR SYSTEM:

General Allegations: A review of Mrs. Dove's letter disclosed the following general types of allegations against the File Review error system:

"Error system is used greatly in discrimination."

"As every supervisor has his or her own opinion, with each new supervisor we can get scored errors on references we hadn't been scored before, doing the same work."

". . . different examiners have different opinions and it can depend on who examines your mail whether you get scored an error."

"If the supervisor wants to score an error, it is typed on a production card and we sign for it. If the reviewer is being 'taken care of' the error . . . (is) either torn up or thrown in confidential trash or the error changed and a note returned to error desk with a reason for doing so and the mail is sent out without going back to error desk."

"The signing of all errors would be fine if all employees signed alike, but when some sign for everything and others for only a few the discrimination is very obvious."

Findings: In order to evaluate the above allegations, an examination was made of the present error system of the File Review Unit and the following is set forth concerning it:

To encourage accuracy on the part of the file reviewer, the reviewer's work is spot checked which amounts to a recheck of approximately 7% of the matters examined by each reviewer. The spot check is accomplished by use of 4 examiners who work under the immediate supervision of the Examining Unit Coordinator (EUC). As the file reviewer's completed work crosses the EUC's desk, the work is examined and references are singled out by use of a red check mark. When an item is so checked, a notation is made by the EUC on a personnel list in order to make certain the proper amount of each reviewer's work is being checked. The items singled out for recheck are picked up by the examiner who has the responsibility for checking the references which have been marked with a red check. If the examiner determines that the reference on the search slip has been improperly handled by the reviewer, he prepares a return slip (error slip); attaches the piece of mail, search slip and file, and places the foregoing in the appropriate box on the EUC's desk. The EUC, using a chronological numbering stamp, stamps each return slip in order of receipt during the month and prepares a log indicating the date and number of the return slip, the file reviewer's number and unit to which assigned, and the name of the subject in question. If the EUC disagrees with

the examiner, a notation to that effect will be placed on the return slip and this slip is sent directly to the File Review Unit supervisor. All other return slips are sent to the file reviewer's respective submit for additional consideration. The FRU can, therefore, agree with the examiner and score an error; reverse the error on basis of his knowledge and judgment re type of search requested and conducted, experience of reviewer and other factors; or he can charge an error against the examiner if he incorrectly scored an error. Upon receipt of the return slip by the file reviewer's submit supervisor, a determination is made as to whether an error should be scored and/or what other action should be taken. If an error is scored, the nature of the error is typed on the reverse side of the employee's production record card (form 4-167), and the error is initialed on this form by the submit supervisor and the file reviewer. If the submit supervisor does not believe that an error should be scored, then his reason for not scoring the error is written on the return slip. Thereafter, the return slip and production record or the return slip with the notation as to why an error should not be scored is forwarded to the clerical supervisor of the File Review Unit for his review. At this point, final decision is reached as to the handling of each return slip.

As an indication of the number of errors developed by the examiners, the following figures for the month of June, 1964, are noted: 97 return slips were written up by examiners which after determination resulted in the scoring of 61 errors. Re remaining 36 return slips, clerical supervisor Glover states, an error slip does not necessarily mean an error has been committed. The examiner may prepare one to question completeness of original name search, order additional searches, or question some other procedure in file review. These are then referred to his coordinator and to FRU supervisor for evaluation and handling. Some of these represent errors not actually charged against reviewers after evaluation due to his inexperience and some represent errors charged to examiners for incorrectly scoring error in first place.

To assist the file reviewer and the examiners, a guideline is furnished to each setting forth the basis for eliminating or identifying specific references. This guideline was examined and found to be clear in its instruction. While it is possible that new areas for consideration possibly could develop from time to time insofar as the material covered is concerned, the guideline appears adequate and leaves no room for doubt. As situations develop, necessitating amendment or revisions, these changes are made. This guideline is used by the examiners in their determination as to whether a file reviewer has in fact properly evaluated a particular reference. In the event the file reviewer has made a mistake in the examiner's opinion, a return slip is written up in sufficient detail to point out the possible error.

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Re: Billie L. Love

The Inspector's analysis of the File Review Unit error system and its operation and guidelines determined that is is functioning properly for the purpose intended. Mrs. Dove's general allegations against the system when considered in the light of the system itself indicate that she was completely mistaken as to how return slips (errors) are handled and how the system operates. Consequently, the above allegations have no basis in fact.

SPECIFIC ALLEGATION CONCERNING FORMER EMPLOYEE BELVA DEAN WHITE:

"There were countless number of errors, most of them least errors torn up and thrown in confidential trash, made by Belva Dean White. I signed for my errors, yet it was a standard laughing joke that the errors of Belva Dean White, Jackie Howell (since resigned), and Millie Babian were thrown in the waste can. They signed for one once in a while, but the great majority were thrown in the trash can, especially Belva Dean White's."

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Re: Billie L. Dove

"After . . . Belva Dean White and Millie Babish went over to Name Search for their Grade 5's. I was ask by Ruby Douglas, one of the examiners at that time, where she, Belva Dean, was and when I told her, she ask how could she go up for her Grade 5 when she had so many errors. I told her I thought she had about three Idents and she said that she had turned way more than that number in on her. Soon after that Ruby was taken off examining desk. Belva Dean later resigned."

Findings: On 7-7-64 Ruby Elaine Douglas, Research Clerk, was interviewed concerning the above allegations and the nature of her work while she was an examiner in the File Review Unit. Miss Douglas stated that during the time of her employment as an examiner she knew of no instances nor had she ever heard that return slips (error slips) were being torn up. She stated that insofar as her knowledge of the operation was concerned, she assumed that once an error slip had been turned in it was forwarded to the clerical unit supervisor.

Miss Douglas was specifically asked whether she had ever had any conversation with Mrs. Dove concerning the error record of Belva Dean White. Miss Douglas denied any such conversation and stated that she had never commented to Mrs. Dove or to anyone else concerning the errors received by Belva Dean White or any other person on the night force. She went on to explain that in handling the work of a file reviewer on recheck by an examiner that the file reviewer's name does not appear anywhere on the mail, rather each file reviewer had a number which identifies their work. Miss Douglas continued that she was not aware at this time or at any time of Belva Dean White's number and could not specifically recall the number of any other file reviewer. She stated that there was no reason for her to know the identity of the file reviewer to perform her work and, although from time to time information would come to her concerning the file reviewer's identity and number, she made no effort to retain such information. Miss Douglas continued that although she did not receive a higher grade on becoming a Research Clerk her transfer from the position of examiner was considered to be a promotion.

On 7-7-64 Miss Mildred A. Babish, file clerk, Name Searching Unit, was interviewed concerning her employment on the night force as a file reviewer. She stated that during this period she knows of no instances nor did she ever hear that error slips were being thrown away or that action was not taken concerning them once they had been written up by an examiner. She stated that this applied not only to her own work but also to the work of others on the force as well. Miss Babish continued that it was her belief that each error slip written up was accountable to the clerical supervisor of File Review.

Miss Babish added that according to her experience, the guidelines were clear and adequate and left no question concerning matters covered as to how various items should be handled by the file reviewer. Miss Babish stated that in her opinion there was no favoritism shown to any single employee of the night force concerning the assignment of work.

Findings: Inquiries conducted by the Inspector do not bear out Mrs. Dove's allegations, and, insofar as Miss Douglas is concerned, they are false.

SPECIFIC ALLEGATION CONCERNING DOROTHY CRISP, FORMER EXAMINING UNIT COORDINATOR:

"I would like to state here that it was common knowledge Dot Crisp changed errors on anybody she wished, whether or not it was all right but it doesn't make any difference how many witnesses there are nothing is done about it, except to the people who have the courage to turn them in to front office."

It is noted that a similar allegation was recently received and thoroughly examined by the Inspection Division and the allegation could not be substantiated. See memorandum Mr. Gale to Mr. Tolson dated June 18, 1964, captioned, "Mrs. Dorothy J. Oliver and Larry Paul Oliver, Former Clerks, Files and Communications Division." Miss Crisp is currently on annual leave and this allegation was not re-examined.

SUGGESTED MODIFICATION OF ERROR SYSTEM: Although the error system is functioning properly and appears adequate, it would appear that a modification in its administration is in order to remove one possible criticism concerning the handling and scoring of errors. In this regard, an examination of the present system determined that once a return slip (error slip) has been stamped and logged by the Examining Unit Coordinator (EUC) its existence will necessarily come to the attention of the clerical supervisor of the File Review and Research Unit since he keeps track of all return slips logged and makes certain of their appropriate administrative handling. It would appear, however, that at present after the examiners have filled out return slips and turned them in, the clerical supervisor of File Review has no way of knowing whether all return slips are actually stamped in and logged. Consequently, the EUC can be accused of not forwarding or of destroying return slips at her sole discretion and making changes in a file reviewer's work.

To restrict the area of possible criticism of the present error system, it is recommended that the log and actual stamping of return slips be handled by the secretary for the clerical supervisor of File Review. In other words, the examiner, instead of delivering the return slip, file, etc., directly to the EUC, would first take the return slip to the secretary, have it numbered and logged in, and thereafter deliver the return slip, file, etc., to the EUC. This modification would give the supervisor of File Review complete administrative control over all return slips written up by the examiner and would allow him to have immediate, continuing knowledge of the exact number of return slips written up and logged. Suggestion discussed with clerical supervisor Glover who

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feels it has merit and should strengthen existing error system. Agent Supervisor Stultz and Assistant Director Tavel feel current system is adequate, has been functioning properly and there is no need for proposed change. While allegations have been made in past there is no indication coordinators and examiners have been handing their duties improperly.

Memo for Mr. Tolson
Re: Billie L. Love

ALLEGATIONS CONCERNING IMPROPER HANDLING OF WORK IN NAME SEARCHING UNIT:

In her letter Mrs. Love furnished the following as a possible basis for the alleged discrimination against her: ". . . when I was in Name Search, I found out a lot of forms weren't searched but 'NR' (symbol used to indicate indices contain no record) and sent back to the Agency from which they came. In fact, I heard one boy, who was in training, say to a very high production employee, another boy, 'How can you get such high production and search these forms?' The high production boy said, 'You ought to get smart like me. I search one in ten.'"

Findings: On 7/7/64 SA Earl William McCoy, Processing and Research Section ~~and the supervisor~~ Odell L. Wheeler, Name Searching, were interviewed concerning the checks afforded the handling of work in the Name Searching Unit. The following was furnished by Mrs. Wheeler which was confirmed by SA McCoy:

Mrs. Wheeler advised that she has been a file supervisor in the Name Searching Unit since the early 1940s with a lapse of time of approximately four and one-half years until her reinstatement in 1951, from which time she has acted in her present capacity. She explained that the work of the clerks handling name searching is checked at random but to include approximately 7% of the work handled by each clerk. She stated that four GS-5 checkers and one GS-3 checker were engaged in this particular operation and as a matter of fact handled each form with their own fresh approach to make certain that the file clerk conducting the search initially had given proper consideration to all facets of name searching as well as to accuracy of the final result.

She advised that the work of the Name Searching Unit was also subjected to outside checks by other sections and divisions in the Bureau as well as other Government agencies. She explained that since the work of name searching was actually a service for the benefit of Bureau supervisors, file review, etc., that errors resulting from an improper search could be called to the attention of the Name Searching Unit by others making use of the results of the name search.

Both Mrs. Wheeler and SA McCoy stated that they considered it inconceivable that anyone could consistently mark forms "no record" (NR) without actually searching the indices because the current system used in checking the results of name searching would bring this dereliction to supervisory attention. They also advised that the 7% rule was not hard and fast and at times the work of the name searcher was checked even up to one hundred per cent when they believed a person may be having trouble or in some instances when they questioned

the high production of an individual. Mrs. Wheeler advised that she was a supervisor in Name Searching Unit at the time Mrs. Dove was there and was never told nor did she hear of instances where forms were not searched but "NR" and sent back to the agency from which they came. Both SA McCoy and Mrs. Wheeler stated they believe the present system which is also the system for checking accuracy employed when Mrs. Dove worked there, would adequately deter any employee from engaging in such a practice.

Findings: The Inspector agrees that the above system satisfied the purposes for which it was intended. Further, there does not appear to be any basis in fact for Mrs. Dove's allegation which was allegedly based on hearsay information.

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Re: Billie G. Dove

ALLEGATION: MRS. DOVE'S COMPLAINTS AS "SATISFACTORY" 1962 ANNUAL PERFORMANCE RATING

Mrs. Dove states in her letter that at the time Joanne Gordon became Night Supervisor she became concerned that she could not get an Excellent on her performance rating due to the type of work she was doing. Gordon told her twice not to worry; she could not help giving her an Excellent; that she would rather Dove keep doing her work as she was doing it as Gordon did not have to worry whether or not Dove was doing it right. Six months later Dove received a Satisfactory rating. She had discussed this rating with Mr. Short, the Section Chief, who told her it was incredible to think that Gordon would make such a statement and Dove should not have believed her if she did. Mr. Short also told her that he had orders for her to sign it and if she did not severe administrative action would be taken against her. He said it would be an act of insubordination if she did not. She did not sign it that day and the next day when she saw Short he said her refusal to sign would not be considered an act of insubordination and she could do what she felt like doing. Mrs. Dove said she was in fear of losing her job and on Short's advise she initialed it to show she had seen it.

Findings: The nature of Mrs. Dove's refusal to sign her 1962 satisfactory annual performance rating is a matter of official record and is completely documented in the Bureau's files. However, the details of this action are briefly summarized at this time. Mrs. Dove by memo to Mr. Tavel 10/24/62 objected to her satisfactory performance rating, feeling she should have been rated Excellent as Mrs. Joanne Gordon had indicated to her she had been doing thorough work and if she had continued doing the work as she had in the past that Mrs. Gordon could not give her less than an Excellent rating. Mary Joanne Gordon by memorandum to Mr. Tavel 10/25/62 denied ever stating that Mrs. Dove would be rated Excellent on her performance rating but she did recall a conversation in April, 1962, when she told Dove she was doing Excellent work insofar as keeping errors down but that her production was still low. Mrs. Gordon stated that while Night Supervisor she had had numerous discussions with Dove regarding her accuracy and low hourly production. According to Gordon, Mrs. Dove complained that if she were given more specials she could raise her production. Gordon explained to her that work was given out as she received it and as employees came to the desk for it. It was not laid aside for any particular reviewer. Mrs. Gordon stated that she could not give Mrs. Dove certain short deadline specials as Mrs. Dove could not complete them on time. While Dove was being given a great variety of work both regulars

and specials it took her twice as long as anyone else and on numerous occasions she had to call in other reviewers to help Dove meet the deadline.

Memorandum Mr. Short to Mr. Tavel, 10/17/62, prepared by Agent Supervisor Norman F. Shultz indicates that Dove refused to sign her Satisfactory performance rating. This matter was discussed with Dove and it was pointed out to her in detail that on the basis of her production and accuracy she could not be rated any better than Satisfactory. Dove at that time complained she was not being assigned any special work which could have raised her production. The memo states further that a discussion with Gordon had indicated Dove had difficulty in producing an above-average amount of work although she was thorough. As for specials, Mrs. Gordon stated she did on occasion assign them to Dove, however, Dove was not a high producer and could not be assigned large specials or one which had to be completed within a few hours. While Dove's production was Satisfactory she could not produce as much work in a brief period of time as other employees could on the night shift. Dove was considered to be a conscientious and enthusiastic worker; however, with only a Satisfactory error and production record.

In a memorandum Mr. Short to Mr. Tavel, 10/26/62, Mr. Short stated that he had interviewed Dove and she initialed her performance rating. Dove at that time admitted that her production record warranted no more than Satisfactory. She felt, however, had her assignments been of a different variety her production could have been better. Mr. Short stated that it was pointed out that many employees doing identical work to hers were able to achieve a much higher production.

Mr. Lester E. Short, Section Chief, advised on 7/8/64 that he did not make the statements that Mrs. Dove attributes to him in her letter. He recalls discussing the performance rating with Mrs. Dove as well as discussing her work performance but never told her she had to sign a performance rating or would receive any administrative action. He did explain to Mrs. Dove that she should initial it to show that she had read it but did not agree with it which she did. Mr. Short stated that he has heard of no instances regarding possible discrimination or favoritism in the assignment of work or scoring of errors. The only time this matter even came up was when Dove complained to him about the nature of her assignments during a discussion concerning her 1962 performance rating. The results of this incident, as well as his inquiry into this matter, are a matter of record in Bureau files (set forth above).

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Re: Billie L. Dove

MRS. DOVE'S BUREAU RECORD

Mrs. Dove born 3/1/26 entered as a Clerk in the Administrative Division, Payroll Section, on 6/8/53. She resigned on 1/10/58, claiming she was needed at home to take care of her baby. Her performance ratings during this period indicated that she was a satisfactory employee in every respect. She was considered for computer training in October, 1953, but was not recommended as she was extremely nervous. She was considered conscientious and industrious.

Mrs. Dove applied for reinstatement and was interviewed on 4/1/60 but was not recommended as her application was poorly executed and the interviewer felt that she would only develop into an average employee. She was reinstated on 7/25/60 and was assigned to the Files and Communications Division. From the time of her reinstatement until her resignation, 8/26/64, she was rated only as a satisfactory employee receiving only a check mark on the rating guide as to her accuracy and production. On 5/16/61 Mrs. Dove was placed on a 60-day trial for promotion to GS-5 File Clerk in the Name Searching Unit. She was continued for an additional 30 days as she experienced difficulty in maintaining acceptable standards as to accuracy and production. As reflected in a memo Mr. Short to Mr. Tavel, 8/11/61, Mrs. Dove did not want to continue in the trial period and desired to be reassigned to GS-4 duties. She was returned to her old duties in the File Review Unit and assigned to the night force on 8/21/61.

A review of the available production records indicates that for the period October, 1961, to December, 1962, Mrs. Dover exceeded the required level 11 out of 12 months but only by one to two units per hour. In August, 1962, she failed to meet the quota. During this period she had four miscellaneous errors and one serious error. From October, 1962, to September, 1963, Mrs. Dove equalled or exceeded the production quota (12.5 units per hour) in each of the 12 months. However, in seven of these months she was under 13 units per hour average and her highest average was 13.6. During this period she had two serious errors and five minor errors. Her errors were discussed with her by Mr. Glover on 3/8/63 and again on 5/14/63 when he prepared a memo for the file. From 10/63 to 6/64 Mrs. Dove exceeded the quota six out of nine months ranging from 12.6 to 14.3 unit average per hour. She was on sick leave in the month of March, 1964, and only averaged 11.2 units in April and 11.7 units in May, 1964, which was below the quota of 12.5. During this period she had two serious errors and three minor errors.

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Re: Billie L. Dove

Her errors were discussed with her by Mr. Glover on 2/26/64 and a discussion was again held with her on 6/8/64 relative to her low production for the last two months. She was cautioned regarding this and told an immediate improvement was necessary.

Interviews with available employees and clerical supervisory personnel reveals that Mrs. Dove is regarded as a very poor file reviewer. Dove thought every supervisor was prejudiced against her and did not mind telling everyone that she thought she was getting all the worst assignments. She is regarded as being an extremely hard working, sincere, and conscientious employee. She worked constantly, did not take her breaks except on occasion and came in early frequently, sometimes two or three hours, just to make her production. She had a very difficult time in making her production as she was overly afraid of making an error and as a result had no confidence in herself. She was unable to make adequate decisions and lacked self-confidence. She was seen frequently, almost nightly, carrying a number of files around with her which she had already reviewed as she was not sure as to whether she had correctly marked the file reference on the search slip. She was very slow both in reviewing files and in handling her work. As for specific supervisory comments the following is set forth: Mark Gormley, File Reviewer and Assistant Supervisor, night shift File Review Unit, advised that he has assigned some specials and long forms to Dove but not many as she was too slow and was unable to reach proper conclusions after reviewing her files. She worried too much about making errors which affected her work. She made acceptable production but at the expense of continuous questions to the supervisor all night, questions which were never difficult but were those which she repeated over and over again and she should have caught on to the work long ago. He felt that Mrs. Dove had worked too hard to achieve the acceptable minimums. On a number of occasions she complained of getting "Hard Mail" but he explained to her that the mail was uniformly distributed and that he, as well as many other night employees, received the same mail. Generally the work was not much different from the other reviewers but she was assigned work that he thought she could handle.

Mrs. Shirley Wiles nee Ireland advised that while night supervisor, Dove had a very difficult time to make minimum production. She was not self-reliant and had no confidence in her judgment. She worried to much about making errors and her own personal problems. Dove spent a great deal of time unnecessarily handling and rehandling files, bringing them to the supervisor with questions, and spending extra time reviewing references to reassure her own decisions. She required an extra ordinary amount of supervision and repeatedly asked the same

questions again and again. Dove was extremely slow and took twice as long as any one else. She needed a great deal of counselling and assurance. It was necessary to have other employees help her when her work was hard. Mrs. Wiles considered her not completely suited for File Review work. She, however, never considered Mrs. Dove a serious enough problem to write an official memorandum regarding her discussions with Dove but she did orally bring these matters to the attention of Clerical Supervisor Glover on a number of occasions.

Clerical Supervisor Charles B. Glover advised on 7/8/64, that Mrs. Dove, while accurate, had difficulty making production and had to work twice as hard as anyone else. She frequently came in early to make production. She had difficulty in making up her mind and lacked self-confidence. He has seen her review serials several times to grasp the information therein. She frequently kept completed mail until the next day to recheck the files to insure that she had correctly marked the references the night before. This meant that she was doing her work over again. He recognized that she was a slow reviewer and not sure of herself and had frequent discussions with her regarding her work and tried to encourage her and help her out. The Night Coordinators from time to time discussed with Glover her problem in making production, that she was slow and lacked confidence. Mrs. Dove, according to Glover, volunteered for the night shift as her husband was also working nights. She had been a satisfactory employee in the File Review Unit on days and since there was no reason to believe that she could not handle the night assignment she was appointed to the night staff. Glover stated that while he was aware of the problems that she had with her work in making production she was kept on the night staff as she was "paying her way" by meeting acceptable production and error standards. Glover stated that he had discussed his feelings on her work problems with his supervisor SA Stultz from time to time.

SA Stultz, Agent Supervisor, File Review Unit, stated that he did not personally know her close enough to evaluate her as an employee. He knew from talking to Glover, Gordon, and other Supervisors that she was a slow employee, that she took more time to do her work than other employees, and that she came in early to meet production standards. He cannot recall any occasions where he had to talk to her about her work except on one occasion when he discussed her performance rating with her (October, 1962) and at that time discussed her work with her. He does not recall any particular conversations

with Glover regarding Dove or any of her problems as he has had numerous conversations concerning her and other employees. However, apparently none of the problems were serious enough to warrant any administrative action. He has never felt that Mrs. Dove was a potential problem or that there was any need to remove her from the night shift. She was always meeting minimum production and was low on errors. If he felt that she was a serious problem he would not have hesitated to remove her from the night shift.

The Section Chief, Lester L. Hart, advised that he has heard of no instances regarding discrimination or favoritism in the assignment of work or in the error system. The only time this matter came up was when Mrs. Dove complained to him in October, 1962, when he discussed with her her Satisfactory performance rating. He conducted inquiries at that time and results a matter of record. As Mrs. Dove, he states he knew her as an employee but not personally. She appeared to be industrious, her work record was adequate and there was nothing unsatisfactory concerning her performance. He has received no complaint concerning her work and has no reason to feel that she is unsatisfactory in any way. He talked to her on several occasions but their conversation concerned her health. At no time did Mrs. Dove express any dissatisfaction to him regarding her work or other matters.

Memo for Mr. Tolson
Re: Billie L. Dove

MISCELLANEOUS: INTERVIEW WITH MRS. DOVE'S HUSBAND

On 7/6/63 Richard L. Dove, employee, Identification Division, was interviewed by Inspector Paul C. Young in the presence of Permanent Aide Bernard L. Huelskamp. Mr. Dove stated that he was aware of his wife's letter of resignation. She first started to type this letter in early March, 1964, while she was home on extended sick leave. She was under the doctor's care on her complaint of chest pains; however the doctor was unable to diagnose the cause for these pains, but felt they could be due to tension. Mr. Dove was under the opinion that his wife's condition was probably caused by her concern for her work as she was particularly afraid of not meeting production and of making errors. In early March, 1964, his wife Billie said she was going to resign as she did not feel well enough to continue. She then started typing her letter of resignation. Mr. Dove was not aware of the contents of this letter at that time. By the end of the month his wife decided to return to work and not resign as she was feeling better and they needed the money due to heavy financial demands.

She next talked about resigning about the first of June and again the middle of June. However, on the weekend of June 27-28 his wife said she was going to resign for sure. That weekend he saw her typing her letter of resignation. Mr. Dove claims that his wife prepared her letter of resignation herself, that he did not help her in any way, and to the best of his knowledge neither did anyone else. She first used the typewriter of her sister Katherine Hardesty of Davidsonville, Maryland. This was in March of 1964; however, subsequent to that time, her sister took back the typewriter and Mrs. Dove obtained another, a Royal Portable. She finished the eighth or last page on the second typewriter. His first knowledge of the contents of this letter was when his wife discussed it with him the weekend of June 28, on Sunday, and he read it then. He states he has no specific knowledge re any of the allegations made, but assumes that his wife had good reason for writing them as she had complained from time to time regarding her job and the hard assignments she was receiving although she offered no specifics. Mr. Dove claimed that he did not advise or counsel his wife in any way but was aware from her remarks that she intended to personally present this letter to the Director if possible. He states that his wife is not now in a doctor's care and has not seen a doctor since her last illness in March, 1964.

Memo for Mr. Tolson
Re: Billie L. Dove

OBSERVATIONS:

Mrs. Dove, in her letter of resignation 3/29/64, but not presented to the Bureau until 6/29/64, three months later, makes a number of allegations charging discrimination and partiality in the assignment of work and the scoring of errors as well as the general administration of the File Review Unit in the Records Branch of the Files and Communications Division. Her allegations, for the most part, concerned employees and supervisory personnel who have since resigned, and matters in which she fails to furnish specific details, and her information, for the most part, is based on hearsay. An extensive inquiry was made by the Inspection Staff into Mrs. Dove's allegations and it was found that they were without basis in fact and, in a number of instances, untruthful. Contrary to Mrs. Dove's allegations, it was determined that there was no discrimination or partiality in the assignment of work or in the error system utilized. The work assigned both on the day and night shifts in the Unit involved is based on fair and equitable procedures. However, with respect to the night shift in the File Review Unit where Mrs. Dove had been employed, while the work, for the most part, had been fairly and equitably distributed without partiality, certain special requests received, due to the very nature of the requests and the short deadlines involved, necessitated their assignment to the most capable people on the shift. Mrs. Dove was not considered to be one of these employees.

Inspector's inquiry revealed that the File Review Unit night shift primarily handled special assignments both received during the shift hours and those carried over from the previous day shift of the special squad. On occasion, time permitting, routine mail was also handled to fill out the work load. The File Review night shift, presently having a complement of six reviewers and one coordinator, is justified and necessary on the basis of the type of work handled and employees are productively occupied. The sole justification for this night shift is the handling of the special assignments received and, due to the nature of the special assignments, employees on this shift should all be capable of handling them properly and completing them within a required deadline. Inquiry revealed that this was not the case of Mrs. Dove. She was an exceptionally slow employee and required an extraordinary amount of supervision as compared to other employees doing similar work. While the Divisions justification for retaining her on this night staff was that she was able to meet the minimum requirement for production and errors of the File Review Unit, her difficulty in making production and her lack of competency should have disqualified her continued presence on the night force as her assignments were necessarily restricted to those only which the supervisors felt she was competent to perform. Mrs. Dove in effect was a limited-type employee and not available to handle all the

assignments emanating on her shift. In view of Mrs. Love's obvious lack of qualifications for the handling of the special work of the night force, coupled with the fact that the existence of the night force is solely justified because of specials, supervisory action should have been taken by Messrs. Glover, Stultz, Short and Tavel to see to her removal and reassignment. Had this been done, the basis for alleged discrimination would have been removed and it is possible she may have never brought instant allegations.

As for the current error system in the Records Branch, which has been found to be satisfactory for the purposes intended, it is believed that the recommendation made by the Inspection Staff during this inquiry as set forth in detail in the memorandum, should be adopted to further strengthen the administrative control of the error system.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: July 14, 1964

FROM : W. S. Tavel

SUBJECT: MRS. PEGGY N. DUGGAN
INQUIRY CONCERNING Arlington Va.

On 7-14-64 Paul D. Frenz, who identified himself as an agent of the Intelligence Corps, U.S. Army, called on me and stated that my name had been given as a reference by Mrs. Peggy N. Duggan, a daughter of former neighbors of ours, Mr. and Mrs. Joseph Wharton. He stated he was conducting an investigation of Mrs. Duggan for a security clearance.

I pointed out to Mr. Frenz that I had not seen Mrs. Duggan more than once or twice in the past two years since we had moved from our former address, 4736 24th Road North, Arlington, Virginia, where we lived next door to the Whartons. I told him that my friendship was primarily with Mrs. Duggan's parents, and that I knew very little about her personal life although she appeared to be an intelligent, capable girl and I knew of nothing derogatory concerning her.

I cautioned Mr. Frenz that any remarks I might make concerning Mrs. Duggan were strictly on a personal basis and should not be interpreted as any endorsement of her by the FBI. He stated he understood this thoroughly.

RECOMMENDATION:

Submitted for information.

7/14

67-218528-301
Searched 34 Numbered 34
2 JUL 15 1964

REC-144

WST:jmr
(2)

5 146 JUL 20 1964

FD-281a (Rev. 7-9-62)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

7-1-64

I certify that I have received the following Government property for official use:

~~xxxxxxxx~~

D. C. OFFICIAL PARKING PERMIT #3023
expires 6-30-65
RETURNED
D. C. OFFICIAL PARKING PERMIT
expires 6-30-64 (Pink) detached

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours, FILE

(Signature) William S. Tavel

(Typed name) William S. Tavel

67-NOT RECORDED
7 SEP 29 1964

19

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tolson

DATE: June 19, 1964

FROM : J. H. Gale

SUBJECT: MRS. DOROTHY J. OLIVER
Former Clerk, Files and Communications Division
EOD 8-8-60, Resigned (Requested) 6-2-64

LARRY PAUL OLIVER
Former Clerk, Files and Communications Division
EOD 12-14-59, Resigned (Requested) 6-2-64

SYNOPSIS - DETAILS ATTACHED. On 6-2-64 Mr. and Mrs. Oliver resigned on request because of unsatisfactory attitudes toward supervisor. By letter 6-9-64 Congressman Richard E. Lankford (D - Md.) enclosed for Bureau consideration and advice 19-page handwritten letter submitted by Mrs. Oliver to him. Her letter states it is submitted on Congressman's request following her discussion with him. It purports to be summary of difficulties Mrs. Oliver had with clerical supervisor in File Review Unit Dorothy E. Crisp and numerous incidents culminating in separation of the Olivers. Letter concludes there is probably nothing Congressman can do to help the Olivers but hopes he can do something "for the sake of the remaining employees" . . . and "the reputation of the Bureau in general." Inspector H. L. Edwards instructed to check allegations. Findings and recommendations follow:

(1) Mrs. Oliver makes several allegations that Supervisor Crisp "jumped on her" and "hollered" at her for "very petty reasons"; that Crisp spot checked a female employee's work causing her to be censured and put on probation which Oliver alleges was underhanded act since employees in unit not warned of spot checks and Crisp allegedly was heard to say she wanted to get girl out of unit. Oliver claimed she informed Inspectors during December, 1963, Division Inspection about Crisp and named others who had trouble with Crisp; Oliver alleges she was questioned and requestioned, her statements twisted to try to confuse her, that Inspector didn't seem to want to accept truth and tried to make her say she just wanted to get Crisp into trouble; that employees who talked to Inspectors were accused as trouble makers, told their complaints petty and unsubstantiated and after inspection were told by other employees and some supervisors (not identified) that "other supervisors and agents would probably be out for us now." Inspector's current inquiry shows these allegations false. Incidents referred to were completely checked during December, 1963, Inspection; findings are recorded; employees' signed statements prove their words not twisted. Complaining employees orally reprimanded for making unsubstantiated charges and for not promptly advising Division supervisors at time alleged incidents occurred and facts available for checking. Impossible to find any support for alleged reprisal charges.

NOT RECORDED

1 - Mr. Callahan (Attention: Mr. C. R. Davidson)
1 - Files and Communications Division Administrative File
1 - Personnel files of Larry P. Oliver; Dorothy E. Crisp; Margaret A. Cook; John N. Cook, SA Norman F. Stultz, James M. Harlowe, SA Lester E. Short, William S. Tavel

HLE:mbk (8)

Enclosure 6-22-64

(2) Mrs. Oliver alleges she was censured and put on probation 1 month after inspection and 2 examiners censured in same incident; that Assistant Director Tavel gave them their letters and talked to them individually; that he talked "very harshly," "scorned" them about the inspection, said they were "sneaky" for going behind his back and talking to Inspectors instead of to him; and accused Mrs. Oliver of "having it out" for Miss Crisp. Inspector interviewed the 2 examiners (Mrs. Margaret Cook and Betty Stofanik). Cook said Mr. Tavel told her Division hadn't received very good rating in inspection and wanted to find out if Cook had any other complaints to report because he didn't want inspection to uncover matters not previously reported to him. Stofanik said Mr. Tavel felt she was "underhanded" for going to Inspector without first coming to him and that File Review Unit had "either failed inspection or received poor rating because of you." Supervisor Crisp advised Inspector Mrs. Cook was quite upset on returning from Mr. Tavel's Office and wanted to resign because she felt since she furnished information in inspection she would be in trouble from here on. Crisp told her no basis for such feeling and persuaded her to calm down and reconsider intended resignation which she did. Mr. Tavel denies allegations, claims he didn't speak "harshly," or "scorn" Oliver, doesn't recall using word "sneaky," or advise employees they shouldn't have gone to Inspector; states he told them they should have reported complaints about Crisp when they arose and he expected such in future; did not accuse Mrs. Oliver of "having it out" for Crisp; does not recall using term "underhanded" as Stofanik alleges; admits he may have referred to fact Inspector rated "Administrative Operations only Good" primarily because of incident re Crisp but did not blame Stofanik personally. Supervisor Lester Short present during interviews and corroborates Mr. Tavel. December, 1963 inspection ascertained these 3 clerks should have promptly reported to supervisor matters complained of to Inspector to permit proper inquiry when facts fresh, for which Inspector reprimanded them at time.

(3) Mrs. Oliver alleges Mr. Tavel gave reorientation interview to her personal friend returning from Army who later informed her Tavel told him all about Mrs. Oliver, ran her down, said she was "young lady who had caused so much trouble"; also alleges new clerical classes were told all about her although not by name but sufficient to identify her because wife of her returning Army friend was in a class and told her. Inspector could not interview Army friend who has since resigned and Mr. Tavel can't recall specific interview but is certain he never named Mrs. Oliver. Wife still employed and recalls telling Mrs. Oliver "something" heard in class which Oliver said referred to her and caused both to laugh. Sampling of other new clerks confirmed lectures covered examples of "dos and don'ts" but no names used. Mr. Tavel admits in conferences and possibly New Clerks lectures mentioning fact inspection developed incident not previously reported by employee but no names used.

(4) Mrs. Oliver alleges Miss Crisp "jumped on and hollered" at another employee causing her to request transfer from Crisp's unit; that employee was accused by agent of being trouble maker and staring out window all day despite good work record for 6 years, that girl is now in another unit working only until she can afford to resign and husband who has excellent record also seeking outside employment so wife can leave. Inspector ascertained allegation refers to employees Margaret and John Cook; that Mrs. Oliver not involved and matter being handled in separate memo re propriety of granting Cook transfer request without first evaluating merit of incident.

(5) Mrs. Oliver alleges on 5-21-64 while she was asking examiner James N. Harlowe a legitimate question about her work, Miss Crisp "jumped on us and told us to get to

work"; since they were working Mrs. Oliver claims she said to Crisp, "One of these days!", intended as expression of disgust; Crisp contends Oliver accompanied statement with clenching fist and considered remark a threat and a show of great impudence; Mrs. Oliver claims she gave Agent Supervisor a signed statement but doubts it got to proper authorities since she wasn't asked to later sign typewritten copy, claiming such is standard procedure. Findings refute Mrs. Oliver as her personnel file has complete record of incident; however, Inspector feels question exists re adequacy of Agent Supervisor's inquiry into facts - being covered in separate memorandum.

(6) Mrs. Oliver alleges her annual leave request refused 5-25-64 because of probation which she claims was continued since failed to make production; however, she says many employees have complained their production kept inaccurately. Oliver states she kept own production records and requested her production record be rechecked one month, resulting in discovery of mistake in her favor. Findings confirm mistake was found in her February, 1964, production but not sufficient to bring her to minimum acceptable level. Clerical Supervisor claims he tried unsuccessfully to fix responsibility for error but submitted no memorandum of incident. Inquiries refute Oliver's claim that many complain re inaccurate production records. Separate memorandum being submitted re adequacy of production records system.

(7) Mrs. Oliver alleges she and husband were requested to resign because of statements both allegedly made to Miss Crisp after Mrs. Oliver became upset and cried when told her leave not approved and that she was being reassigned to lower unit, and her husband came to her aid on hearing her cry; claims she had to be given sedative by doctor and sick leave to calm down; alleges next day they apologized to supervisor for getting upset which he accepted, yet husband thereafter called to Mr. Short's Office, gave a written statement on request which they doubt was considered, was told he was being transferred out of file review to avoid further trouble; that his previously approved leave was canceled later that day "because of the pending situation." Mrs. Oliver also alleges she returned from sick leave (6-2-64) and although told to continue her former work she and husband were requested to resign later that day, which they did; that they feel they didn't receive "proper administrative consideration," that they "and all the other employees" feel Division "just covering up" for Crisp and were afraid Olivers would go to higher authorities and "uncover what they had been doing"; that Mr. Short "acted very shocked" when Mrs. Oliver told him she had consulted Congressman. Findings show files contain well-documented record supporting requests for resignations based on Oliver's unsatisfactory attitudes toward Miss Crisp, in that Mrs. Oliver, according to Crisp, called Crisp "a wicked, wicked woman" and her husband allegedly said, "Woman, you had better keep your mouth shut about my wife." Wife not asked about statement in view of doctor's certificate showing "acute anxiety state"; husband denied statement but admitted he was very angry and if Crisp said he made statement, Bureau would "have to take her word because I just don't think I did." Husband's signed statement was considered and put in record; he was told of transfer but Short denies saying it was to keep him from causing more trouble. His leave was properly canceled due to pending administrative action. Mrs. Oliver obviously wrong in speculating Division covering up for Crisp. Mr. Short denies acting "shocked" when told she had consulted Congressman. Mrs. Oliver admits

she already had letter of resignation written in advance because she "couldn't work under such conditions much longer." Mr. Short reported she told him she had also consulted lawyer who advised her to go to Better Business Bureau; told also she was considering contacting "Health Department" since Bureau work injurious to her health.

CONCLUSION: Mrs. Oliver is thin-skinned, hypersensitive, self-centered, emotionally unstable person. The Bureau is fortunate to be rid of her. She obviously carried on a vendetta against Supervisor Dorothy Crisp and has dragged other employees into her feud. Mrs. Oliver's husband had a much superior work record, but he fell victim to her weaknesses and became so involved in her problem that he brought upon himself the request for his resignation. It is significant that Mr. Oliver advised the Inspector in December, 1963, that his wife is "extra sensitive" and "becomes disturbed when corrected." Nothing was developed in a complete inquiry into her allegations to warrant changing the action taken against her or her husband and Congressman Lankford should be so advised.

RECOMMENDATIONS: 1. That the attached letter be approved to Congressman Lankford advising him complete inquiry shows no change warranted in administrative action already taken regarding the Olivers.

2. That matters not involving the Olivers which were brought to light during inquiry into Mrs. Oliver's allegations be considered on basis of separate memoranda being prepared (i.e., the incident involving Mrs. Margaret Cook; the adequacy of Agent Supervisor's inquiry into the incident involving examiner James N. Harlowe; the adequacy of File Review Production Record System).

Memorandum to Mr. Tolson
Re: MRS. DOROTHY J. OLIVER
PERSONNEL INQUIRY

DETAILS

By letters 6/2/64 the Bureau requested the resignations of Dorothy J. Oliver and her husband, Larry Paul Oliver, GS-4 clerks in the File Review Unit, Files and Communications Division, the action being based on their unsatisfactory attitude toward a supervisor in the File Review Unit. Resignations were submitted and accepted effective at close of business 6/2/64.

By letter 6/9/64 Congressman Richard E. Lankford (D. - Maryland) transmitted to the Director a 19-page handwritten letter addressed to the Congressman and signed by Mrs. Dorothy J. Oliver. This letter indicated it was written at the Congressman's request and it purports to be a summary of various difficulties experienced by Mrs. Oliver during her Bureau employment, primarily in connection with File Review Unit Supervisor Dorothy E. Crisp, and also purports to summarize a number of other incidents involving other employees in the Unit with Miss Crisp. The letter ends by stating that since the Olivers are no longer employed in the Bureau Mrs. Oliver "guesses" there is nothing the Congressman can do to help them but she hopes there is something the Congressman can do "for the sake of the remaining employees" and "the reputation of the Bureau in general." The Congressman states he is enclosing Mrs. Oliver's letter for the Director's "consideration and advice."

Inspector H. L. Edwards was assigned to make a complete check into the contents of Mrs. Oliver's letter. Details of the findings are set forth herein.

ALLEGATION I: Mrs. Oliver said she had previously heard of how troublesome and hard to get along with was the Supervisor Dorothy Crisp, that she had never been in contact with her and did not see for herself until she started working on the "Special Squad" which is the unit next to Miss Crisp's. Then she saw for herself "how she yelled at employees, was always on someone's back for something, and it seemed as though she constantly had someone upset or very disgusted with her." She states she can recall several instances "when she jumped on me and hollered" for very petty reasons, once when she merely spoke to a girlfriend about a hem in her dress and once when she was working in file cabinets outside of the unit; and that there are "many other instances that I cannot recall."

FINDINGS: Dorothy E. Crisp has been in the Bureau since 3-24-52 and a file supervisor, GS-5 in the File Review Unit since 8-6-61. She has an excellent record, has been the recipient of an Incentive Award, numerous commendations, including a quality within-grade increase. She was never the subject of any complaint until the last Division Inspection (12/6-24/63) when Mrs. Oliver, who did not work under Miss Crisp's supervision but did have occasion to come in contact with her when her file review work brought her into dealings with some of the file review examiners under Miss Crisp, complained to the Inspector that Miss Crisp was too harsh in dealing with employees under her supervision. The only instances cited by Mrs. Oliver were two: On one occasion when

Mrs. Oliver had an error scored against her by Examiner Jeanne Shaw and after signing for the error was discussing it with Mrs. Shaw when Miss Crisp came up to the two employees and broke up their discussion and instructed them to get to work. The other occasion was when Mrs. Oliver was working with a group of files and left them in Miss Crisp's Unit while she went out to talk to her husband, allegedly about a question on the item of work she was handling, and Miss Crisp reprimanded her for leaving the files there and instructed her to throw them out before she forgot about them. Mrs. Oliver admitted that the two occasions were proper ones for Crisp to have taken action on but she felt that Crisp should correct employees in a moderate tone of voice instead of being harsh as Mrs. Oliver alleged. She admitted it was improper and against the rules of the unit to discuss errors with examiners and admitted she should have taken the matter up with her supervisor instead of with Mrs. Shaw.

In connection with this inquiry into Mrs. Oliver's allegations against Miss Crisp, a number of employees were interviewed, including some who had been named by Mrs. Oliver as being able to support her allegations against Miss Crisp. These employees documented the fact that Miss Crisp is a strict supervisor, but all said that she is eminently fair, shows no favoritism, and none of them could cite any instance where Miss Crisp had been unreasonably harsh in dealing with any employee. They indicated that Miss Crisp has a difficult job as supervisor in being responsible for a large working area where employees might engage in time-wasting conversation and where the work is on a production quota and necessarily requires strict supervision. They stated that any employee who conscientiously does her job has no difficulty with Miss Crisp; in fact, Mrs. Oliver's husband, Larry Paul Oliver, was also interviewed during the inspection and said he had no specific criticism to make of Miss Crisp except that on occasions he felt she spoke too bluntly to employees but confirmed the fact that Miss Crisp is completely fair and impartial and on occasions when she has to reprimand employees, the employees are in the wrong. Oliver also said that his wife is "extra sensitive" and "becomes disturbed when corrected."

Miss Crisp was interviewed during the inspection and also during the current inquiry. She can recall no instance when she reprimanded Mrs. Oliver on an occasion when Mrs. Oliver alleges she was speaking to a girlfriend about a hem in her dress. The instance relating to Mrs. Oliver being reprimanded when she was working in file cabinets outside the unit seems to apply to the occasion when Miss Crisp broke up the conversation between Mrs. Oliver and Mrs. Shaw. Miss Crisp stated that Mrs. Oliver was not under her supervision and, being a file reviewer, there would be some occasions when Mrs. Oliver would be authorized to deal with file review examiners who were under Miss Crisp; however, Miss Crisp stated that Mrs. Oliver was a particularly close friend of Mrs. Jeanne Shaw and Mrs. Oliver tended at times to speak to Mrs. Shaw when it would appear she might be engaging in idle conversation and Miss Crisp had to be very alert to break up any apparent time wasting in order that the work would not suffer.

The conclusion resulting from the Inspector's inquiry into this allegation is that Miss Crisp has been technically correct in all instances where she has reprimanded employees; she has been firm but fair, the best interests of the work cannot permit any "mollycoddling" or "wet-nursing" of the employees engaged as they are in a volume-type of work where production quotas must be maintained. Mrs. Oliver seems to have been highly oversensitive and not at all justified in her criticism of Miss Crisp. She was advised after the inspection inquiry in December, 1963, that her criticisms were without foundation. Furthermore, she was guilty of serious delay in reporting what she complained to the Inspectors about because the incidents she referred to pertained to occurrences several months previously and Mrs. Oliver admittedly had not brought them at the time they occurred to the attention of the proper supervisory personnel. For this she was also reprimanded.

ALLEGATION II: Mrs. Oliver alleges that about October (1963) Miss Crisp spot checked a girl and caused her to be censured and put on probation, that most employees felt this was an underhanded act as employees in the unit had not been told they would be spot checked on their work, that later it was heard Miss Crisp had remarked to another employee (not identified and Mrs. Oliver states she has since resigned) that Miss Crisp wanted to get this girl out of her unit.

FINDINGS: This allegation undoubtedly refers to employee Jeanne P. Shaw. She was censured and placed on probation 11-14-63 because on 11-7-63 she was given a name check form of one of the file reviewers (Mrs. Dorothy Oliver) to spot check for accuracy. She detected an error, but rather than report it to the supervisor as required by regulations, she took it upon herself to correct the error. This was a routine procedure by which all file review examiners are spot checked and it was known when the form was given to Mrs. Shaw that it did contain a reviewer's error. Mrs. Shaw admitted changing the error and admitted knowing it was improper to do so. There is no indication whatever that Miss Crisp was deliberately trying to entrap Mrs. Shaw. Employees in the examining unit were fully aware of the spot check procedure in question as they had been told in training class that they would be spot checked. Miss Crisp denies that she has ever made the statement that she wanted to get Mrs. Shaw out of her unit. To the contrary, Miss Crisp states that if she had wanted to get Mrs. Shaw out of her unit she wouldn't have spent as much time as she did in giving counsel and guidance to Mrs. Shaw. It was a known fact that Mrs. Shaw was a close friend of Mrs. Oliver and since the error which Mrs. Shaw changed was one scored against Mrs. Oliver, it is readily apparent that Mrs. Oliver is completely self-serving in making this allegation against Miss Crisp.

ALLEGATION III: Mrs. Oliver alleges that during the inspection of the Files and Communications Division in December, 1963, everyone was afraid to speak up about Miss Crisp but Mrs. Oliver felt it was the right thing for her to do. She claims she was questioned and requestioned, that her statements were twisted to try to confuse her, that also she was telling the whole truth and the Inspectors didn't seem to want to accept it and tried to make her say she just wanted to get Miss Crisp into trouble She said she gave the Inspectors the names of 4 or 5 other employees who had trouble

with Miss Crisp, that they and a total of about 10 other employees were called in and questioned, that 4 employees gave complaints about Miss Crisp, that other employees later admitted to "us" that they were afraid to say anything for fear of trouble and possible loss of their jobs, that the 4 of us had to write statements and were later accused of being a gang of trouble makers, that they were called in and told their complaints were petty and not substantiated and that when the inspection was officially over "we were told by other employees and some supervisors, that other supervisors and agents would probably really be out for us now."

FINDINGS: The correct facts concerning the inquiry conducted during the inspection of the Files and Communications Division in December, 1963, are all a matter of record. The inquiry began with Mrs. Oliver voluntarily going to the Inspector and making allegations against Miss Crisp to the effect that she was harsh in her supervision of employees and corrected employees in such a way that it drew the attention of people not concerned. She cited 2 examples: (1) In September or October, 1963, when an error was scored against her by examiner Jeanne Shaw and after Mrs. Oliver had signed for the error she was discussing it with the examiner when Miss Crisp came up and stated loudly, "I think you two girls have been here long enough and you better get back to work. Dottie, you're behind on production and neither of you has any business discussing errors." (2) During the Summer of 1963 Mrs. Oliver was working on a name check form and she states that just before she was ready to turn the form and files in there was one reference she was not sure of and since she had asked her husband some other questions pertaining to the form and knew what the form was about she decided to ask him about the remaining reference. Since the file in question was still in the cabinet and there were too many other files on this form to carry she left the other files and the form on the table in the unit and went out to discuss the remaining file with her husband. While discussing it a call came over the public address system for her to report to the unit and on reporting Miss Crisp, who was in charge of her unit that day, allegedly asked her "in a very harsh voice," "What are those files doing there?" and when Mrs. Oliver told Miss Crisp she had been checking one of the references Miss Crisp allegedly said in the same impatient voice, "Well, get them thrown out before you forget them." Mrs. Oliver admitted that Miss Crisp did her work efficiently and had the authority to correct her in the instances cited but her whole complaint was that Crisp should make her corrections "in a moderate tone." Mrs. Oliver furnished the names of other employees alleged by her to possess information about Miss Crisp. 3 others were interviewed and indicated they also felt Miss Crisp was harsh in her instructions and they also cited an allegation that Miss Crisp had reversed examiners in the scoring of errors on some occasions; however, it was impossible to identify the specific occasions because of the lapse of time and, furthermore, it was established during the inquiry that Miss Crisp had the authority to reverse errors which examiners had scored under certain circumstances and no evidence could be developed to indicate that any error reversed by Miss Crisp was other than under proper circumstances. Statements were taken from all of these employees and no effort whatever was made to twist their words or to try to confuse them or to try to make them say they were just out to get Miss Crisp into trouble.

Some other employees were also interviewed and they felt Miss Crisp had been harsh and loud in her supervision on occasions and had reprimanded personnel in the presence of others. In all of the interviews, however, the employees confirmed the fact that Miss Crisp was impartial, firm but fair, and that on the occasions when she allegedly criticized or reprimanded employees she had ostensible justification.

The findings supported the conclusion that the employees' allegations against Miss Crisp were unsubstantiated, that no improper activity on the part of Miss Crisp was established and further that the employees had been at fault in failing to report these matters to their supervisors promptly for which they were orally reprimanded during the inspection and instructed to make certain that such future matters were immediately reported.

There is nothing to substantiate Mrs. Oliver's contention that the 4 employees were accused of being a gang of trouble makers; furthermore, the Inspector in his current inquiry has been able to develop no information whatever indicating that any of the employees were told by anyone that the other supervisors and agents would "really be out" for them now in view of their having submitted complaints during the inspection.

ALLEGATION IV: Mrs. Oliver alleges that about 1 month after the inspection she was censured and put on probation because she had contacted 2 employees in the file review unit in an unsuccessful attempt to retrieve a piece of mail on which she felt she had made an error, whereas she should have reported the matter to her supervisor. She states that the next day the error was turned in and she went to the head supervisor and explained she had made an effort to find the mistake but since the piece of mail couldn't be found she decided she had not made the mistake in the first place. The following day.

according to Mrs. Oliver, she was summoned to the Agent Supervisor's Office and questioned. She related the facts and states that he said "okay, but merely for their records he wanted me to write a statement." She did so and later discovered he had recommended censure and probation in view of which she felt he had deceived her. Mrs. Oliver states that several days later she was called in to the Assistant Director's Office and given a letter of censure which also placed her on probation, that the Assistant Director talked "very harshly" to her about it and then "scourned me about the inspection"; that he said "I was sneaky for going behind his back and talking to the Inspectors instead of coming to him." Mrs. Oliver claimed she said she had no intention of being sneaky as she considered the inspection "an open time for comments." She tried to reason with the Assistant Director but he kept accusing her of just "having it out" for Miss Crisp. She said it was impossible to reason with him and he tried to twist and trap her in everything she said, that he very roughly told her to go back to work and he didn't want to hear any more out of her. Mrs. Oliver states that the other two employees involved in the same error situation were also called to his office, received letters of censure and the same speech about the inspection.

FINDINGS: The Bureau's records show that on 1-16-64 Mrs. Oliver was censured and placed on probation because of being charged with a missed identification, January 8, 1964, and in discussing this delinquency with her supervisor she advised that she had made an effort to locate this item of work because she realized that possibly an error had been made but she admitted she did not advise her supervisor in order that the work in question could have been located and properly corrected. The memorandum supporting this action was prepared by her Agent Supervisor, Mr. Norman F. Stultz, and Mrs. Oliver also submitted a signed memorandum outlining the facts. Rather than going to a supervisor, Mrs. Oliver had contacted two coworkers, Margaret Cook and Betty Stofanik in an effort to try to retrieve the form on which she had committed the error and it was not until the error was later scored and turned in that Mrs. Oliver was talked to by the supervisor or that she ever mentioned to any supervisor the fact that she had tried to locate and retrieve this piece of mail. At the time she was interviewed Mrs. Oliver admitted that she should have contacted the supervisor and she realized that there was no alternative but to charge her with the error. She was definitely at fault for soliciting the assistance of examiners. Examiners Cook and Stofanik were also censured in this instance for failure to properly advise their supervisor of Mrs. Oliver's having contacted them and alerting them to the possibility that she had submitted an error on a name check form.

Obviously there was no effort on the part of Agent Supervisor Stultz to deceive her because Mr. Stultz had no authority to make any representation to Mrs. Oliver that no disciplinary action would be forthcoming. It is normal procedure for employees to submit memoranda explaining situations such as the one Mrs. Oliver had been questioned about.

Regarding her allegations about the way Mr. Tavel talked to her and the other two employees, this is denied by Mr. Tavel. He states that he did not speak harshly to her and does not know what she means when she alleges he "scourned her about the

inspection" nor does he recall having used the term "sneaky" and he definitely did not advise her that she should not have gone to the Inspectors. Mr. Tavel states that he did tell Mrs. Oliver that she should have reported her complaints against Miss Crisp to an Agent supervisor or to him at the time they initially arose and in the future any time she had any complaints he expected she would do so. He brands as a lie her allegation that he accused her of "having it out" for Miss Crisp or that he tried to twist and trap her in everything she said. He did not speak roughly to her but did advise her that she should return to her work and in the future he hoped she would not be involved in any further difficulties. Regarding the other two employees who were censured, Mr. Tavel states he likewise told each of them that in the future they should come to him with any complaints they had.

Employees Cook and Stofanik were also interviewed by the Inspection Staff. Mrs. Cook states that after Mr. Tavel explained why she was getting the letter of censure he then said he had something else he wanted to talk about. He referred to the recent inspection, indicated that the Division hadn't received a very good rating, and he stated he wanted to find out if Mrs. Cook had any other complaints that she wanted to report because he didn't want the next inspection to uncover matters which hadn't been reported to him. Miss Stofanik stated Mr. Tavel felt it was underhanded for her to go to the Inspector without coming to him first and that she should have come first to him with any problems she had concerning Miss Crisp that could not be handled by her more immediate supervisor. She said that Mr. Tavel indicated that the File Review Unit had "either failed the inspection or received a poor rating because of 'you'" and Miss Stofanik did not know whether he was referring to her individually or her and the others who were involved in the allegations against Miss Crisp.

Mr. Tavel commented as follows concerning the statements of employees Cook and Stofanik: "I have read a copy of a summary of information which Mrs. Margaret Ann Cook furnished to you with regard to an interview which I had with Mrs. Cook at the time I presented her with a letter of censure dated January 16, 1964. There is one point which I would like to clarify. Mrs. Cook claims that she got the impression that she was partially getting a letter of censure because she talked to the Inspector. Frankly, I do not understand how she could have gotten this impression because, as Mrs. Cook has stated herself, I explained to her clearly how she got the letter of censure in addition to the wording of the letter itself which told her the reason why she was getting it. I certainly did not say anything which could have reasonably been interpreted to mean that she was being censured for having gone to the Inspector. I did not tell her that she should not have gone to the Inspector. I certainly did tell her, as I previously pointed out, that she should have reported the matter to me. She also states that she mentioned to me that during the inspection she had not gone to the Inspector voluntarily. I was quite aware of this prior to her statement since I had read all of the material concerning this point as it had occurred during the inspection.

"In the summary of information furnished to Special Agent Edward L. Campbell, Jr., by Miss Elizabeth Ann Stofanik, Miss Stofanik states that I advised her that it was underhanded for Miss Stofanik to go to the Inspector without coming to me first

in that she made it appear that she did not trust me. I do not recall having used the term 'underhanded' and I would have had no reason to accuse Miss Stofanik of having gone to the Inspector since it was Mrs. Oliver who had voluntarily gone to the Inspector in the first place. I did not at any time tell Miss Stofanik that she should not have talked to the Inspector but I did tell her that she should have come to me first with any complaints which she had against Miss Crisp. I may very well have made reference to the fact that the Division had been rated only 'Good' during the inspection on Administrative Operations due primarily to the fact that the incident involving allegations against Miss Crisp had occurred. I certainly did not accuse Miss Stofanik personally of having been responsible for the Division's rating having been reduced."

Mr. Short, who was present during the interviews with these three employees reviewed Mr. Tavel's comments and states as follows: "The information set forth by Mr. Tavel represents more factually the presentation of the letters of censure and the subsequent interviews with employees Cook and Stofanik. I do not recall that Mr. Tavel used the term 'underhanded' or that he accused the employees involved of taking action which resulted in the Division rating being lowered. As a matter of fact, it was well known to both Mr. Tavel and me that Mrs. Cook did not go to the Inspector of her own volition and, as I recall, the information she furnished the Inspector was generally complimentary."

It was apparent from the foregoing that the substance of what Mr. Tavel told these employees was in line with what they had been told following the Inspector's inquiry into these matters in December, 1963; namely, that they were all guilty of having failed to comply with established Bureau regulations, namely, to promptly report to their supervisor any matter where they feel there has been some impropriety such as they alleged against Miss Crisp. There is, of course, never any objection to an employee advising an Inspector of such things but this is not to mean that an employee is privileged to withhold immediate reporting information when the facts are fresh. Here again it is obvious that Mrs. Oliver is guilty of distorting facts herself and places improper interpretation on what others find and she is displaying hypersensitivity in claiming improperly that Mr. Tavel talked "harshly" to her.

ALLEGATION V: Mrs. Oliver alleges that several weeks after this (i.e., after the letter of censure and probation of 1/16/64) a personal friend of hers returned for reinstatement from the Army, was interviewed by Mr. Tavel for reorientation. Mr. Tavel did not know this reinstatement was a friend of Mrs. Oliver and this friend claimed that Mr. Tavel told him all about Mrs. Oliver, "ran me down," and "referred to me as the young lady who had caused so much trouble." She also claimed that she learned the New Classes coming into the Bureau were told all about her, that although they did not

mention her name she feels they incriminated her character because later these new employees would probably know who I was and know only the wrong side of the story, that they had been told." Mrs. Oliver alleges she knows one of these employees who found out who she was and this employee told her about it; that this employee was the wife of the friend who came back from the Army.

FINDINGS: Although Mrs. Oliver does not identify the individual referred to in this allegation, the Inspector's inquiry indicates that probably the returning "friend" is Sonny Cleve Gallman. He was reinstated 2-6-64 on returning from military service and resigned 3-12-64, hence could not be interviewed. However, Mrs. Gallman is still employed in the Records Branch as Margaret E. Gallman. She is a personal friend of Mrs. Oliver and she furnished a statement to the Inspector showing that she discussed "something" with Mrs. Oliver which she had heard in the Training Class and Mrs. Oliver indicated that this information pertained to Mrs. Oliver. Mrs. Gallman could not recall the substance of the information or the instructor who presented it and she confirms the fact that no names were used. She states that after she discussed the matter with Mrs. Oliver they both laughed and that was the end of it. The Inspection Staff interviewed a cross section of employees from the New Clerical employees entering on duty in the Records Branch since 4-29-64 (Rodney Harold Foster, Dale D. Stout, and Pamela K. Beeker). Each stated that in the orientation lecture examples were given them of incidents which have happened as illustrations of things new employees should not be guilty of as regards personal conduct. No names were ever used, none could specifically recall which agent or the official who presented these lectures and none could specifically recall the appearance of Assistant Director Tavel before their group. None of these employees was familiar with the name of Dorothy J. Oliver.

Mr. Tavel states that he does not recall the specific interview with the returning "friend." He is certain he has never mentioned Mrs. Oliver by name to any other employee in connection with the difficulties in which she was involved; however, he does make it a practice to advise all new employees that they should feel free to come to him when they have any problems or complaints. He may also have referred to the fact that during a recent inspection the Division had an incident in which an employee had not advised Mr. Tavel promptly of her complaint. He denies saying anything which could be interpreted as running her down or referring to Mrs. Oliver as the young lady who had been causing so much trouble. Mr. Tavel states that he has also pointed out in various unit conferences of employees throughout the Division the fact that during the inspection an incident occurred involving an employee who made unsubstantiated allegations against a Supervisor and had failed to advise Mr. Tavel of her complaint, but he definitely states he did not mention Mrs. Oliver by name nor make any reference to her character.

In conclusion, it appears clear that this allegation is not supported by the facts.

ALLEGATION VI: Mrs. Oliver alleges that she stayed away from Miss Crisp as much as possible to avoid further trouble with her, but in the meantime she claimed that Miss Crisp "jumped on and hollered at another employee." The other employee went into the Agent Supervisor's Office and requested a transfer from Miss Crisp's Unit. She was told by the agent that she was nothing but a "trouble maker and did nothing but stare out the window all day," which Mrs. Oliver states was a very false accusation as the girl had been working for the Bureau for about 6 years, had never had any trouble before and always had a "good record or even an outstanding work record." Mrs. Oliver claims this girl became very upset and was not in a financial state to resign so she went to another unit and is still working there until she can afford to resign, that her husband also works for the Bureau and has an excellent record but he is looking for higher paying employment as he, too, knows his wife has been treated unjustly and does not want her to keep working under such conditions any longer than necessary.

FINDINGS: Mrs. Oliver is referring in this allegation to employee Mrs. Margaret Ann Cook, a GS-4 file clerk, and her husband, John Norris Cook, also a GS-4 file clerk, both in the File Review Unit. Mrs. Cook's file contains a memorandum 4-28-64 dictated by SA Supervisor Norman F. Stultz of the File Review Unit. This memorandum reports that on Friday, 4-24-64, Mrs. Cook requested a transfer to another subunit based on an alleged personality difference with her Coordinator, Dorothy Crisp. The facts were reported as these: that Mrs. Cook was engaged in "checking off" several references for an examiner to review (as a spot check on the file reviewers) when Miss Crisp came into the subunit and told her she was not to perform this duty unless authorized to do so. Mrs. Cook was assigned as an examiner at the time and as such she and other examiners have the duty of spot checking the work of regular reviewers. Normally it is the Supervisor's function to place a red check by certain references on the forms completed by reviewers and these red checked items are then re-reviewed by an examiner as a spot check on the reviewers' accuracy. This procedure of red checking is known as "checking off." Mrs. Cook became emotionally upset when approached by Miss Crisp. Subsequently on interview with the Agent Supervisor she was given the opportunity of submitting any written complaint concerning Miss Crisp's action that she desired but she said she had no specific complaint but merely felt that it would be better if she were reassigned out of Miss Crisp's Unit. (Mrs. Cook was one of the employees interviewed during the inspection in December, 1963, who furnished information concerning Miss Crisp which the Inspector's inquiry concluded was unsubstantiated, and Mrs. Cook was one of those reprimanded for not having reported her allegations at the time they initially occurred so that the facts might have been fresh to permit checking them.) Based on Mrs. Cook's request she was reassigned to another subunit to perform the duties of a regular reviewer with no change in grade or salary.

Miss Crisp on interview by the Inspector stated that during the week in question Mrs. Cook was working at the so-called Ident Desk. Miss Crisp had occasion to leave the area to talk with an Assistant Supervisor and on returning she observed that instead

of being at the Ident Desk, Mrs. Cook was seated at the "Check Off" Desk and examiner Arleen Gallagher was standing beside her. Miss Crisp asked Mrs. Cook what she was doing and Mrs. Cook replied that she was "checking off" some forms for Miss Gallagher to work on. Miss Crisp states she informed Mrs. Cook that it was not proper for examiners to do any "checking off" without prior supervisory instruction (and Miss Crisp also states that it is one of the rules of the front office that Miss Crisp must get specific approval before she can use any of the personnel on "checking off" work and that if she had not said anything to Mrs. Cook then Miss Gallagher would have been authorized to feel that she, as an examiner, could also do "checking off" work without prior specific instructions). Miss Crisp also said that she told Mrs. Cook that in any event she had some other work for Miss Gallagher to do, that thereupon Mrs. Cook immediately got up from the desk and returned to her Ident Desk and shortly thereafter Miss Crisp observed that she had gone into the restroom and was crying. Miss Crisp was scheduled to go on leave shortly thereafter, but before going, she went into the Office of Agent Supervisor Stultz and related the incident to him. She also told Mr. Stultz that she had observed Mrs. Cook "staring out the window" during idle intervals in her work at the Ident Desk. Miss Crisp then went on leave and on returning from leave the following Monday she observed that Mrs. Cook had been reassigned to another unit.

Mrs. Cook was interviewed during this current personnel inquiry and stated that she had experienced no difficulty with Miss Crisp from the occasion that she related to the Inspector during the December, 1963, inspection until the day in April, 1964, when Miss Crisp criticized her for doing "checking off" work. Mrs. Cook claims that there was no more work at the time on her Ident Desk, that she went over to the "check off" table and didn't find any to handle in the box, so she sat down at the table and started "checking off" some of the forms. She said that Examiner Gallagher came up and she also needed some work to do and Mrs. Cook was going to give her some of the "check offs" that she was preparing. Mrs. Cook states that Miss Crisp didn't ask her why she was doing the "check offs" or give her any opportunity to explain but just hollered at her saying, "Get up, get up. What do you think you're doing here?" (Miss Crisp denies this.) Mrs. Cook states that she didn't know it was improper for her to check off the forms without prior supervisory authority because she said on a prior occasion she can recall that the unit didn't have an Assistant Supervisor and there were only 4 examiners and on one particular day Miss Crisp had asked Mrs. Cook if she would do some checking off, and she assumed that since she did it on one occasion she could do it on others. (The fact is, however, that on the occasion Mrs. Cook refers to, Mrs. Cook was acting as a relief supervisor.) Mrs. Cook stated that in her interview with Agent Supervisor Stultz, she mentioned that he had seen her and she had appeared to be just looking out the window that day and Mrs. Cook claimed that she hadn't been conscious of that but, in fact, had done a lot of work that day. (Mr. Stultz does not recall having told Mrs. Cook anything about looking out the window.) (It is likely that he did because this is one of the things Miss Crisp reported to Mr. Stultz.) Mrs. Cook unequivocally denied that she would have resigned but was not financially able to do so as Mrs. Oliver alleges. Mrs. Cook said that she likes her Bureau employment, otherwise she would not have remained in the Bureau for the 6 years that she has and she is very happy in her present assignment although it is harder than the examiners job because she is on production but she has no difficulty in meeting her production. She just wants to continue to do her

work and try to stay out of trouble. She said the only time there was any thought of leaving the Bureau was that she and her husband had talked to each other about the possibility of going back home to West Virginia but this was because they felt that they would be happier back home if they could find suitable work.

Miss Arlene Gallagher was interviewed by the Inspector and stated that on the day in question she had been doing some "check offs" in the unit and she had finished them and had brought the forms in and had thrown them in the box which is for completed "check offs." She wanted to get some more to do but didn't find any in the "Check Off" Box. She then saw Margaret Cook at the Ident Table and Margaret Cook then asked Miss Gallagher what she was doing in the area and Miss Gallagher said that she was waiting for some more "check offs." She indicated that Supervisor Crisp was then at the "point of operations" talking with another employee and Miss Gallagher said that as soon as Miss Crisp' came back she would have her prepare some more "check offs" for her to handle. At this point Margaret Cook said in effect, "Well, I guess I could get you a few," whereupon Margaret Cook went from the Ident Table over to the "Check Off" Table and started checking off some forms. Miss Gallagher was standing beside her waiting for them when Miss Crisp came up and it was Miss Gallagher's recollection that Miss Crisp asked Mrs. C ook what she was doing there and Mrs. Cook replied that she was doing some check offs because Miss Gallagher didn't have any to do. Miss Crisp then told Mrs. Cook that she, Miss Crisp, would do them and Miss Gallagher states that at this point Mrs. Cook went back to her Ident Table.

Miss Gallagher did not get the impression that Miss Crisp was reprimanding Mrs. Cook; however, Miss Gallagher states that after she got her "check offs" from Miss Crisp and arranged them and went out to the cabinets, somebody mentioned that they had noticed Mrs. Cook had been crying and was upset. Miss Gallagher states that a little later she went back into the unit and saw Mrs. Cook and asked her if she wasn't feeling well. Mrs. Cook then told Miss Gallagher that she was upset because of what Miss Crisp had said to her about having done some "checking off." Miss Gallagher got the impression that Mrs. Cook was referring to perhaps something that Miss Crisp might have said to Mrs. Cook other than what Miss Gallagher had overheard, but she isn't sure of this because she didn't ask Mrs. Cook. Miss Gallagher states that it is her recollection that she tried to console Mrs. Cook by saying that she shouldn't feel too badly because there wasn't anything Mrs. Cook could do about the matter anyway. Miss Gallagher states that the next thing she learned was that she noticed Mrs. Cook working in another unit and she asked her what she was doing there and Mrs. Cook merely said that she had asked for a transfer but didn't elaborate on any reason.

Miss Gallagher states that she has never had any difficulty with Miss Crisp. She does say that there have been instances when Miss Crisp has talked to her about socializing or other little incidences which have occurred in her daily work but Miss Gallagher states that these have never upset her and that she always found her relationship with Miss Crisp to be satisfactory.

As a result of Miss Gallagher's version of the incident, Mrs. Cook was reinterviewed and states that she is positive that when Miss Gallagher first came into the unit Mrs. Cook was, in fact, working at the Ident Table because she recalled asking her what she was doing in the unit. (Mrs. Cook says this is a common type of greeting.) When Miss Gallagher told her that she had run out of work and needed some more "check offs" to do, Mrs. Cook recalls looking around for Miss Crisp and she saw Miss Crisp talking to Miss Hagenauer at the "point of operations." Mrs. Cook then recalled saying, "Well, I need some work too" because she had cleaned up all of the mail on the Ident Table and so she decided to go over and "check off" some forms for herself and Miss Gallagher.

Mrs. Cook was confronted by the Inspector with Miss Gallagher's statement that Miss Gallagher did not get the impression Miss Crisp had actually reprimanded Mrs. Cook. However, Mrs. Cook claims that regardless of what Miss Gallagher felt about the matter, Mrs. Cook, nevertheless, interpreted Miss Crisp's remark as an unreasonable reprimand and she became upset. Mrs. Cook says that Miss Crisp did not speak to her a second time during that day about the "checking off" incident.

Mrs. Cook stated that she was just too upset at the time of Miss Crisp's reprimand for doing "check offs" that she would not have been able to explain to Crisp at that moment why she felt she was authorized to "check off" forms. Mrs. Cook said she started to explain to Agent Supervisor Stultz but he said, in effect, he had already heard the story so she didn't persist. Mrs. Cook said she felt if she could get transferred away from Crisp's supervision she would be happier. She denies creating an incident merely to justify a transfer and in support of this she stated she had experienced no trouble at all with Miss Crisp from the time of the incident she related to the Inspectors in December, 1963, up to April 24, 1964, when the "checking off" incident occurred.

Clerical Supervisor Charles B. Glover advised that when Mrs. Cook came into his office that day she was crying and asked to be removed from the Examining Unit. When Glover asked her why, she became more emotionally upset and he suggested she go to the ladies restroom and return after regaining her composure which she did, and, upon returning, told him she simply could not get along with Miss Crisp. When pressed for specifics, she explained she had gone to the "Check Off" Desk to do "checking off" work "in order to occupy her time inasmuch as she was temporarily caught up in her own work" and that Miss Crisp had reprimanded her and sent her back to her own work area. Mrs. Cook stated she could not understand this because "she had done it before for Miss Crisp."

Mr. Glover states he asked Miss Crisp about the incident and Miss Crisp said she had reprimanded Mrs. Cook because of her instituting the "checking off" work without her knowledge and it is an established practice that only a key employee can do the "checking off" unless some other employee is specifically authorized by Mr. Glover, his assistant, Miss Helen F. Hegenauer, or an Agent Supervisor and that at that time the only key employee authorized was Sam Baughman, an examiner. Mr. Glover explained the purpose of this restriction is because the "checking off" procedure is an important one on which tight supervisory control must be exercised. He stated there

are occasions when other examiners may be temporarily authorized if Miss Crisp or the key employee is absent or otherwise engaged, and it is likely that on some prior occasion Mrs. Cook had done the work on specific authorization. Mr. Glover believes Mrs. Cook simply did not understand the situation on the day in question and had not realized that such specific authority was needed but had gone over to do the work in order to occupy herself during a lull in her own work. He says he explained this to Mrs. Cook but she stated nevertheless she desired reassignment away from Miss Crisp's supervision. He told her it would be considered and thereupon he related to Agent Supervisor Stultz the situation.

Mr. Glover stated that Mrs. Cook is an excellent worker and since her reassignment to the Special Squad has been performing in a highly satisfactory manner and is presently the top producer in the unit.

Agent Supervisor Norman F. Stultz explains that he learned in the afternoon from Miss Crisp that Mrs. Cook was upset because she had been spoken to by Miss Crisp. Mr. Stultz said that Mrs. Cook had temporarily completed her own pending work when she went to the "Check Off" Desk. On learning she was upset, Mr. Stultz felt he should speak with her and in the meantime he learned she had seen Clerical Supervisor Glover. Mr. Stultz said that prior to this incident it had come to his attention that although Mrs. Cook was a very capable worker, she was extremely sensitive to criticism.

When Mr. Stultz called Mrs. Cook in she indicated she felt Miss Crisp had no occasion to criticize her for performing work on the "Check Off" Desk since she had known other examiners to perform this type work in the past. Mr. Stultz said they couldn't have done so without prior authority and that such should have been known to Mrs. Cook. Mr. Stultz states he has no indication that Mrs. Cook had any ulterior motive in doing "check off" work that day and possibly she had done it in order to be occupied during a lull in her regular day.

However, Mr. Stultz stated that he discussed with Mrs. Cook her request for a transfer and in view of her assignment as an examiner he said he would grant her request and transfer her to Unit No. 1; that if she still felt the next work day that she wanted the transfer she should report to Unit No. 1. He states he also ascertained from Mrs. Cook that she had no complaint or allegation to make against Miss Crisp and stated her difficulty with Miss Crisp was that of a personality nature and not one she felt should be the subject of a written complaint. Mr. Stultz claims he then talked to Mrs. Cook about her sensitivity and urged her to try to adjust to criticism without becoming unduly upset. He said Mrs. Cook agreed she was extremely sensitive and this has been a problem throughout her life and she does not feel she could change at this time.

Mr. Stultz claims he could not recall accusing Mrs. Cook of "staring out of the window."

Mr. Cook was also interviewed by the Inspector and he states that he was never present on any occasion when his wife and Miss Crisp had any difficulties although his wife has told him in the past of occasions when Miss Crisp had hollered at her and he can understand why his wife probably resented it. He says that Miss Crisp to his knowledge had not had any difficulty with any of the male employees supervised by her but he has heard that there have been some of the female employees who have resented her sternness in supervision. He says he knows of no instance when she has shown any favoritism and, in fact, he stated that he has worked under her in the past and never had any problems.

Mr. Cook denied that he has ever gone around looking for a job outside the Bureau and has not indicated any desire to get out of the Bureau because he does not like the organization. He said he did take a Civil Service examination for a job in Charleston, West Virginia, but he told the Bureau about this and his only motivation was because his father is the Chief Federal Probation Officer there and Mr. Cook felt that if he could secure employment in his home area, he and his wife would be better able to get along financially. Although he passed the examination, he was recently told by his father that there weren't many openings so he and his wife decided to remain in the Washington area and continue with the Bureau.

Mr. Cook has been in the Bureau for almost 10 years and he has an excellent record. He impressed the Inspector very favorably. His wife has been in the Bureau almost 7 years except for a break in service of about 6 months. Her last performance rating was excellent and except for difficulties she has had as a result of involvement in incidents concerning Mrs. Dorothy J. Oliver, her record has been entirely satisfactory. She has no difficulty apparently in performing above-average work. Miss Crisp states she cannot understand why there should be any personality clash between her and Mrs. Cook. She says that Mrs. Cook has always consulted her when she has any problem and she has felt quite friendly toward Mrs. Cook, but it appears that Mrs. Cook finds it is difficult to understand that Miss Crisp must show complete impartiality in her official relations with all employees.

Inspector inquired into wisdom of and justification for Files and Communications Division acceding to Mrs. Cook's request for a reassignment merely because she alleged a personality clash with her supervisor. Mr. Tavel advised that such transfer was effected in this instance not because of the employee's wishes but because it was believed to be in the best interest of the Bureau to separate Mrs. Cook and Miss Crisp in order to avoid disrupting of morale and erosion of supervisory authority. He stated employees in the Division are frequently moved among units either upon their request or as training aids but it is not a general practice to grant such requests merely on inability to get along with a supervisor. Mr. Tavel advised that requests are not normally based on such a reason nor are immediate supervisors normally consulted with respect to such transfers.

Memorandum to Mr. Tolson
Re: Mrs. Dorothy J. Oliver; Personnel Inquiry

Agent Supervisor Stultz states "reassignment of employees within File Review and Research Unit is not uncommon because of the nature of the work and the demand for experienced employees in some assignments. In the above situation involving Mrs. Cook, her request for transfer was honored because she was in a responsible position as an examiner and the quality of spot checking could be jeopardized if such an employee were serving in this assignment against her will. In this particular situation I felt that the best interests of the Bureau would be served by making the reassignment. It is noted that in the 18 months since I have been assigned to this unit this is the only situation to my knowledge wherein an employee has requested a reassignment because of personal difficulties with a supervisor."

ALLEGATION VII: Mrs. Oliver recites in detail the events occurring in May, 1964 which she claims led up to and culminated in the Bureau's requesting her and her husband's resignations. She claims that on 5/21/64, about 4:25 p.m., she was asking an Examiner (not named but identified in this inquiry as James N. Harlowe) a question about her work and that Miss Crisp, "Jumped on us and told us to get to work." She claims that since they were in fact working, Mrs. Oliver said to Miss Crisp, "One of these days!" She alleges this was said out of aggravation and she meant it as an expression of disgust. Miss Crisp reported this to the Agent Supervisor who called Mrs. Oliver into his office the following day (5/22/64) and told Mrs. Oliver that Miss Crisp had interpreted her remark as a threat and that Mrs. Oliver "showed great impudence." Mrs. Oliver claims that the Examiner had overheard her remark but on being questioned by the Agent Supervisor he denied hearing it and later that day told Mrs. Oliver he was sorry but, "He did not want to get involved in any trouble concerning this woman because he knew what happened to all the employees that had. Things such as letters of censure, probation, and demotions to lower grades." Mrs. Oliver continues that the Agent Supervisor asked her to write a statement telling her side of the story; that she did but evidently it was not even given consideration because she stated that the procedure for statements is that they be typed by a secretary and signed after typed and since she was never called in to sign the typed statement therefore, does not believe the statement even got to proper authorities.

FINDINGS: Mrs. Oliver's personnel file contains a complete record of this incident. Supervisor Crisp's memorandum dated 5/22/64 states that on 5/21/64, at about 4:27 p.m., Supervisor Crisp observed Mrs. Oliver talking to Examiner James N. Harlowe. From all indications they were not working whereupon she told both they had work to do. Mrs. Oliver looked at Miss Crisp in anger and said, "She was only talking to the boy," whereupon Miss Crisp said she knew they were talking and should be working. Then according to Miss Crisp, "With clinched hands and in anger Dorothy made the statement, 'One of these days.'"

Mrs. Oliver's handwritten statement also dated 5/22/64 states she was on her way back to her Special Squad and "stopped and asked Nickie Harlowe a question concerning NR factor," which she claims was a legitimate question to ask an Examiner. However, before finishing Miss Crisp interrupted and told them they had work to do. Mrs. Oliver continued that when she (Mrs. Oliver) walked away she said (out of mere aggravation), "One of these days!" Mrs. Oliver claimed she meant no threat but merely said it in disgust. (On interview on 5/22/64 by Agent Supervisor Norman Stultz, Mrs. Oliver stated she made no attempt to explain to

Miss Crisp that her discussion with Harlowe referred to official business, also Mrs. Oliver admitted losing her temper and hence made the statement attributed to her. (Unfortunately Supervisor Stultz did not have Mrs. Oliver cover these points in her signed statement.)

There is no basis for Mrs. Oliver's speculation that her statement was "not even given consideration." The fact is that her handwritten statement was signed by her, is filed as a part of the record, was fully considered, and there is no requirement that such statements be typed before they can be officially considered. Mr. Tavel advises that Files and Communications Division has no such policy or procedure as Mrs. Oliver mistakenly believes.

Mr. Stultz's memorandum of the incident on 5/21/64 also reports that Examiner Harlowe confirmed the fact that Mrs. Oliver had asked him a question regarding the handling of a file reference; that he did not hear any statement made by Mrs. Oliver as she left the area. Stultz obtained no memorandum from Harlowe. During the current inquiry Harlowe furnished the Inspector a signed statement admitting that he heard Mrs. Oliver say to Miss Crisp, "What are you hollering at me for?"; whereupon Harlowe claimed he referred his attention to his office papers upon his desk so as not to become involved in this unpleasantness, but as Miss Crisp told Mrs. Oliver to return to her unit and Oliver began walking away Harlowe states he heard Mrs. Oliver tell Crisp, "One of these days!" Harlowe claims he was not looking at Mrs. Oliver, hence cannot say whether any gesture accompanied the statement.

Harlowe admits denying he heard Oliver's statement when interviewed by the Agent Supervisor 5/22/64. He explained he had decided to avoid any involvement. He said he told Mrs. Oliver that same day that he had not reported hearing her in order to avoid involvement and he states he may have told her that he wanted to avoid a letter of censure.

Harlowe also advised the Inspector that a new employee (James Russell) was standing nearby at the time of the exchange of words between Mrs. Oliver

and Miss Crisp and commented to Harlowe upon such exchange. Russell was not interviewed at the time of the incident to verify the nature of the conversation between Mrs. Oliver and Harlowe or to verify the manner of utterance and any accompanying gesture to Mrs. Oliver's statement "One of these days." (Russell is currently on military leave, scheduled to return 6/29/64.)

Mr. Stultz advises Inspector that he did not interview Russell (if Russell's name came then to his attention) nor other employees adjacent to the area because he felt it unnecessary in view of Mrs. Oliver's admission that she had said "One of these days." Mr. Stultz advises that he took no memorandum from Harlowe because Harlowe had denied hearing Mrs. Oliver utter the above-mentioned words, and it was not Stultz's intention to belabor the point as to whether Harlowe and Mrs. Oliver actually had been working because the main consideration was the question of insubordination and insolence by an employee to her supervisor. From the information submitted at the time of the incident as well as that furnished Inspector in this inquiry, Mr. Stultz did not go into the issue of whether Mrs. Oliver and Harlowe were in fact engaged in a discussion of an official nature, which would bear upon the equity of the reprimand by Miss Crisp as well as upon the fairness and objectivity of the Agent Supervisor's inquiry into the incident. This question is dismissed with the statement that Mrs. Oliver and Harlowe could have informed Miss Crisp if they had been working, as both affirm.

Harlowe also advised that he is a good friend of the Olivers and visits at their home; that he visited them during the week of 6/1/64 and Mrs. Oliver mentioned having visited her Congressman and at his suggestion put all of her complaints in a letter. Harlowe claims she did not outline the details of the letter nor ask Harlowe to support her. Harlowe explains he did not report this conversation to any Bureau Supervisor because he felt Oliver's writing the Congressman was none of his business.

ALLEGATION VIII: Mrs. Oliver states she was "called in" on 5-25-64 and told her annual leave request for 5/28 and 6/1 could not be approved because she was still on probation because of her errors; that her probation had been extended from March to April because "according to their records" she had not made production. However, she claims she kept her own production records during that month and knew they were accurate. She said many employees have complained their production was kept inaccurately. Mrs. Oliver says she went to the head supervisor (Clerical Supervisor David Boyd Blaine, head of the Special Squad) and requested that her production be rechecked. He did so and found 1 mistake which she claimed made her production level except for 6 references which still stopped her from making production that month. She asked the supervisor to make another recheck but he refused and also refused to take Mrs. Oliver's records as accurate and this is where probation was extended.

Mrs. Oliver claims she made 3 miscellaneous errors from April to May which she says "are very minor mistakes"; and that when put on probation she was told Ident errors would extend her probation but there was no mention of miscellaneous errors. However, she says these errors were held against her accuracy, causing her probation to be continued on 5-25-64 when her leave was disapproved.

FINDINGS: Mrs. Oliver's file shows that on 5-25-64 she submitted a request for leave for 5/28 and 6/1 and Clerical Supervisor of the File Review Unit, Charles Glover, called her into his office and told her the leave request was not approved pending the Bureau's decision concerning the incident in which she was involved 5-21-64 (see details above). She had been recommended for censure and continuance on probation by memorandum of 5-22-64 but final action had not been taken by the Bureau. It should be noted this reason for declining her leave request is not solely because of her production as she alleges.

In answer to Mrs. Oliver's allegation concerning her production, the facts are that on 3-20-64 a memorandum was submitted in her file to report on her performance for the 60-day period following her being placed on probation 1-16-64. This reported that during the period she experienced difficulty with production and her record had been slightly below the minimum accepted level. During January she handled 13.4 units which was slightly above the established level of 13 units per hour and consequently satisfactory; but for February, she handled only 12.9 units and for March up to the date of the memorandum she was handling only 12.8 units compared with the level of 13. This, plus the fact that she had used 2 days and 2 hours of sick leave during the 60-day period resulted in her not being recommended for removal from probation and it was reported another report would be submitted in 30 days. She was not actually charged with any error during the 60-day period.

By memorandum 4-22-64 her work was again evaluated and it was reported that during the past 30 days she had improved her production to the satisfactory level but was charged with 4 errors. It was stated that although these errors were not missed Identifications, her accuracy was not considered entirely satisfactory and therefore she was continued on probation with the indication that an additional report would be submitted 5-15-64. Before this report was submitted, however, the incident of 5-21-64 occurred.

Memorandum to Mr. Tolson
Re: Mrs. Dorothy J. Oliver; Personnel Inquiry

Concerning Mrs. Oliver's allegation that an error was made in her production record, Clerical Supervisor David B. Blaine stated that from February to June 1, 1964, he was Mrs. Oliver's supervisor, that on the first working day of March, 1964, he gave Mrs. Oliver her production record for the month of February and she realized she had not met the acceptable level that month and said something to the effect that it could not be accurate. He then checked the production record maintained by the Production Desk and found the arithmetical computations correct; thereafter he checked the Special Time Card and found one work day in which the production card showed Mrs. Oliver had worked the entire day on production but for that particular day Blaine found a Special Time Card reflecting a total of 90 minutes was spent on special time which should have been deducted, leaving a net of 5 hours 55 minutes of actual production time. This brought her production level up to 12.9 where the minimum was 13.

Blaine states that he checked with Clerks Donna L. Miller, Charles E. Anthony and Oral Dale Milligan, who were employed on the Production Desk for February, 1964. None of them could recall anything to explain failure to take the special time into consideration and Blaine states he therefore took no further action to place responsibility for the error. He thereafter orally reported the incident to Clerical Supervisor Glover who rechecked the production record and verified it before authorizing the change to be placed on the official production record.

Blaine states that to the best of his recollection, production records are seldom challenged officially by the employees and at most not more than one to three times a year. He states, however, that any time an employee makes an official complaint concerning the accuracy of the production records they are checked. Blaine did not make any record of the fact an error had been found in rechecking Mrs. Oliver's production records. The Inspector checked with the three production clerks named above and they advised they were employed in the Point of Operations Unit in which the Production Desk is located in February - March, 1964. None could recall an incident which involved Mrs. Oliver taking exception to her production record for the month of February, 1964. The three employees advised that they worked as a unit and had frequent occasion to interchange duties or to assist one another in their respective duties. All occasionally posted the daily production records of the file reviewers on the Production Desk. They advised that postings to the daily production records are closed at 9:00 a.m. of the following work day and at that time the individual production records are checked by one of the employees in the Point of Operations Unit and then rechecked by another employee for accuracy. None could recall the incident in which a special time card for Mrs. Oliver was not taken into consideration in calculating her production. They advised that they could not understand how such a time card could have been overlooked in calculating her production and could offer no possible explanation of the incident.

Mrs. Ruth Davis, clerical supervisor, Point of Operations Unit, advised she was not aware of the incident and noted she was engaged in a special activity on the first working day of March which precluded her from being present in her unit on that day.

Clerical Supervisor Charles B. Glover confirmed Blaine's statements, and, in addition, advised he informed Mrs. Oliver of the change in her production record for February, reported the matter at some later time to Agent Supervisor Stultz, but made no official record of the incident. SA Stultz verified that the incident had been reported to him and stated he had no record made of the matter because he understood that Mrs. Oliver was satisfied and considered that it was a closed incident.

The Inspector made a recheck into the production record which was in view Mrs. Oliver's allegation that many employees have complained that their production was kept inaccurately. Interviews were conducted with Agent Supervisor Stultz, Clerical Supervisor Glover, Clerical Supervisor Blaine, and 10 employees in the File Review Unit were interviewed at random. The findings are that all reviewers are aware of pertinent information concerning production records in the unit. Production records of the Special Squad are based on the number of file and serial references reviewed on mail containing search slips on which the references are listed. Errors may be detected by the examining unit which spot checks the work of the reviewers by examining 7% of their work.

On a daily basis production records are posted to the individual production card maintained on each employee. Production is based on the actual working time (a day consisting of 7 hours 25 minutes) and posted directly to the individual cards from the mail handled by each reviewer. Special time is deducted from the daily time allocated to production. Consequently, any special time would tend to increase the daily production. Whenever special time is claimed the employee is responsible for preparing a slip making such claim and the slip must be approved by the employee's supervisor. Production records are then tabulated monthly to determine each employee's production and to permit a comparison of his level of production compared with other employees in the same unit. (The level of production is based on the average of all employees less an arbitrary factor of 10%.)

Errors may consist either of a missed identification, which is considered a serious type, or a miscellaneous error, such as the manner in which a reviewer marks references, and these may result in the unnecessary handling of mail or files. All errors go toward evaluating an employee's accuracy.

The supervisory employees interviewed advised that before an employee is given the slip at the end of the month reflecting his monthly production, the production record of each reviewer will have been audited on 3 separate occasions by employees of the Control Desk. Employees are generally discouraged from keeping their own production records as a duplicate check because experience has shown they are more prone to errors, such as, erroneous calculations, failure to give consideration to special time, failure to place their review number on the mail handled, or an erroneous counting of their actual daily production. Nevertheless, every employee, on receiving his monthly slip showing production, has the privilege of taking exception to the production record reflected thereon and in case of any such exception, the record will be immediately reviewed for accuracy (as in the case of Mrs. Oliver).

The clerical supervisors who were interviewed by the Inspector advised that to the best of their recollection, there are only 2 or 3 times a year that some employee may question the monthly production records. While requests for, and results of, such rechecks are sometimes recorded, there is no rule requiring it and a record is not made in all instances. (It is felt this should be a required practice, and a recommendation to this effect is being made.)

The 10 file reviewers who were interviewed at random all advised they are completely aware of the system of maintaining production records and errors in the File Review and Research Unit and they consider the system completely fair. They are Ronald E. Fannin, Patricia A. McClain, L. Estelle Perry, Mary G. Crabbe, John T. Kelley, Jr., Charles E. Anthony, Alice C. Hitchcock, William L. Sievers, Ronald Fredric Myers, and Viva T. Pierce.

ALLEGATION IX: Mrs. Oliver alleged in her letter that on 5-25-64 when she was called in and told her leave was not approved she was at the same time told she was being reassigned to a lower unit. She stated she deserved none of this and therefore became very upset and started crying, that her husband's unit is located right outside the office and her husband heard her crying and came in after "motioned to by head supervisor" to see what was causing her to be upset. The supervisor told him and her husband allegedly asked why she was being reassigned to a lower unit when the trouble had been caused by Miss Crisp. Mrs. Oliver continued by relating that her husband had assisted her out of the office and she states "I was told that as I walked by woman's desk (i.e., Miss Crisp) I called her 'wicked,'" that "I do not remember saying this as I was in a very upset state of mind." Mrs. Oliver states her husband told her he went to Miss Crisp's desk and was going to say something to her but decided it was best not to. Since it was then quitting time they left work and went home and her husband immediately took her to a doctor for something to calm down her nerves. She claims that the doctor wrote a work permit at her request for her to take sick leave for a few days rest to calm down (he wrote the permit for the period from 5/26 to 6/1/64. He also wrote a prescription for some pills). Mrs. Oliver states that that evening her husband and she discussed the matter and decided the most upright thing to do would be to go in the next morning and apologize to head supervisor for getting upset "because he was only

doing what he was told to do;" that "It appears that all the other agents made the decisions, etc. and give, Mr. Glover, the so called 'dirty work to do.'" Accordingly, she states the next morning, even though she did not have to report to work, she went in with her husband, turned in her sick leave permit and then she and her husband went to Mr. Glover's Office where we told him, "I did not know if I had said anything offensive, but if I had, I was sorry for it." She stated he accepted her apology; that her husband also told Mr. Glover he was sorry for getting upset, but knowing his wife was not at fault he felt the least he could do was to defend her; that Mr. Glover also accepted his apology. She states they permitted her husband to take an hour's annual leave to take her home but he declined and resumed work.

Mrs. Oliver states that her husband was called into the office of "higher agent" (ascertained to refer to Mr. Lester E. Short) later that day and was asked why he went into Mr. Glover's Office to see what was the matter with his wife; that her husband told Mr. Short he felt any man should give aid to his wife in a state of anxiety over what someone else had caused. Mrs. Oliver then claimed that Mr. Short "pointed his finger at my husband and said, 'I've heard enough out of you boy!' My husband was not allowed to finish his reasoning with Agent. My husband was then asked what he said to Miss Crisp the previous day when he went to her desk. My husband told him he went to her with the intention of saying something, but decided it best not to. Agent then said, 'well somebody is lying.' He [illegible] requested my husband to write a statement saying that he did not say anything to her. He wrote the statement, and we feel that this statement also was not given to the administrative board, as my husband was never called in to resign a typewritten copy of it." (Mrs. Oliver states she and her husband are not sure of this accusation but have drawn that conclusion as it is the general practice to have statement typed and then resigned).

Mrs. Oliver then claims that Mr. Short told her husband he was being transferred to the Filing Unit because they wanted to get him out of file review so he wouldn't cause any more trouble. She states her husband has worked for the Bureau since December, 1959, except for 6 months in the Army, has always gotten along very well with all the employees and supervisors that he has worked with and has never been involved in any trouble and was accomodated (probably means commended) several times by Agent Brady for his high production and good work record. However, she states her husband was sent back to work that same day, was being trained in a new line of work he would be transferred to but later that afternoon he was called in by Mr. Brady who she says is known to be a very good friend of Miss Crisp and told that his annual leave for 5/28 and 6/1 had been canceled although previously approved. She states her husband was given no substantial reason for this cancellation. Mr. Brady told her husband it was "because of the pending situation" but Mrs. Oliver states that really made no reason because Mr. Short had already informed her husband the matter would be continued upon her, Mrs. Oliver's, return to work.

Mrs. Oliver states that her sick leave ended Monday, June 1, so she reported to work "yesterday morning." (She must be referring to 6/2 although the letter to the Congressman is dated 6/1/64; it probably should be dated 6/3/64*) She was told by Mr. Glover to continue in the same work she had been doing before going on sick leave

*Bureau records show Mrs. Oliver returned from sick leave 6-2-64.

and that she and her husband resumed their work, but about 1:30 p.m. her husband learned through another employee "that Mr. Brady said that her husband was going to be called in about something later in the day; that about 4 o'clock they were both called to the Filing Unit Office and given the Bureau's letters requesting their resignations." She states they gave "Mr. Short our resignations and on our way out, the few employees that we saw and told were shocked beyond belief that the F.B.I. would permit such an injustice could be done to two very 'undeserving' employees." (She does not identify these employees whom they allegedly saw.)

FINDINGS: Mrs. Oliver's personnel file contains the Bureau's record of the matters to which Mrs. Oliver refers in this allegation. According to memoranda, when Mrs. Oliver was summoned in to Clerical Supervisor Charles Glover's Office on 5-25-64 and advised that her leave request could not be approved pending the Bureau's decision concerning the incident of 5-21-64, Mrs. Oliver was also advised that she was being reassigned to another subunit. At this point she screamed and became highly emotional. Her husband, Larry P. Oliver, working in the vicinity of Mr. Glover's Office, heard her outburst and went into Mr. Glover's Office. After she calmed down a bit (this was near the end of the work day) she and her husband left Mr. Glover's Office. Shortly thereafter Miss Crisp advised Agent Supervisor Stultz that Mrs. Oliver had come by her desk and said, "You're a wicked, wicked woman"; further, that Mr. Oliver had stopped by Miss Crisp's desk and said, "Woman, you had better keep your mouth shut about my wife." Since the end of the work day had arrived, the Olivers had already left the building.

Prior to the beginning of the next work day (5-26-64) Mrs. Oliver advised Agent Supervisor Stultz she desired to apologize to Mr. Glover for her outburst the previous day and indicated she had no recollection of what she had said. She then exhibited a doctor's certificate and advised she would be on sick leave 5/26 through 6/1/64 for "acute anxiety state." Consequently, Mrs. Oliver was not interviewed concerning her alleged remark to Miss Crisp. (It is strange that she uses the word "wicked" in her letter to the Congressman when she was not even interviewed about this alleged remark.)

On 5-26-64 Mr. Oliver denied making any statement to Miss Crisp. He stated that he went into Mr. Glover's Office after he heard his wife crying. He admits he was extremely angry and he blamed Miss Crisp for his wife's emotional upset. After leaving Mr. Glover's Office, Mr. Oliver admits he walked up to Miss Crisp's desk with the intention of berating her; however, he contends that after arriving at the desk he made no statement. He furnished a handwritten memorandum giving his version of the incident and in it he states, "I denie saying anything to Miss Crisp. If I did I must have been very angry because I don't remember opening my mouth to her. If she said I did then I guess you will have to take her word for it because I just don't think I did."

Mrs. Oliver's speculation about this statement not going into the record is completely without foundation because Oliver's handwritten statement was attached to the memorandum summarizing this entire incident and is a matter of permanent record in the

personnel file. There would be no need whatever to having this handwritten statement retyped because the employee's handwriting is completely legible. There is no iron-clad policy regarding the requirement that handwritten statements be typed and signed before they can be considered.

Mr. Short stated that he and Agent Stultz jointly interviewed Mr. Oliver but neither of them made the statement, "I've heard enough out of you boy!" Mr. Short stated it was difficult to get Mr. Oliver to say anything and when he was finally able to get information from him it was at variance with the information furnished by Miss Crisp which Short pointed out to Mr. Oliver. Mr. Short does not recall using the words "well, somebody is lying" but he states he did use words to that effect. Mr. Short stated that Mr. Oliver furnished a written statement and it is indicated above attached as a part of the official record. Mr. Short stated Mr. Oliver was transferred to the Filing Unit but he was not told that it was to keep him from causing any more trouble. Mr. Short advised Mr. Oliver's leave was, in fact, cancelled and he was informed that the reason was because of the pending situation which had not yet been adjudicated and this was in accordance with the Bureau's policy.

Regarding Mrs. Oliver's allegation about her husband's previous work record, this is immaterial to the administrative matter which was then in issue and on the basis of which the Bureau decided that Mr. Oliver's resignation should likewise be requested.

Regarding Mrs. Oliver's allegation that her husband learned through another employee that Mr. Brady said her husband was going to be called in about something later in the day, SA Supervisor Lawrence W. Brady advises that Mrs. Oliver is correct. The facts are that Mr. Oliver had been reassigned to Mr. Brady's unit and Mr. Brady had placed him under the training of Employee Dorothy Murray. Mr. Brady had been alerted earlier that day to the fact that a letter would probably be coming over to the Identification Building later that day requesting Mr. Oliver's resignation and therefore it was essential that Mr. Oliver be immediately available. Consequently, Mr. Brady states that in confidence he told Employee Murray that she should not undertake any training assignments which would take them over to the Justice Building because he wanted to be sure Mr. Oliver would be close at hand. Mr. Brady stated that apparently Murray violated this confidence. He checked with Murray who admitted that she had divulged to Mr. Oliver the fact that Mr. Brady had instructed that she insure that Mr. Oliver remained immediately available and indicated to him that the reason was because he would probably be called in by Mr. Brady about something later in the day. He said that Mr. Oliver was waiting outside Mr. Brady's office while she was being told this by Mr. Brady and naturally when she came out of the office Mr. Oliver sensed that she had been told something concerning him. She had no excuse for violating this confidence. Mr. Brady states that he orally reprimanded her and she is a very fine employee.

ALLEGATION X: Mrs. Oliver in the concluding portion of her letter states she and her husband feel the Bureau is a wonderful organization because of the great work it has done for the security of the country but "we do not feel that Mr. Hoover knows of all the unfairness that is carried out among his employees"; further, she said it is their opinion they did not receive proper administrative consideration and it is also their opinion "and the opinion of all the other employees" that the agents, supervisors and head supervisor of the Files and Communications Division "just kept covering up for this woman (i.e., Miss Crisp) because they realize if they admitted she was at fault, that they would be in serious trouble themselves for keeping her in her position after so many complaints about her." She states she and her husband feel this was the real reason for their wanting to get them out of the Bureau as they were afraid she and her husband "would go to higher authorities and then uncover what they had been doing." She also alleges they did not know she had already been in to see her Congressman but after handing in her resignation she told them she had been to see a Congressman and Mr. Short "acted very shocked" and told her that if she had been to see a Congressman she had better tell both sides of the story. She says she felt like telling Mr. Short that we had tried to tell him everything but he wouldn't listen, but she didn't say this because she felt it would be useless to try to reason with him now. She also states she already had her resignation written when they asked for it because she knew she couldn't work under such conditions much longer, but she wanted to work as long as possible. Finally, she states that Mr. Short told her husband that she had shaken her fist at Miss Crisp but she states she has no knowledge of doing this and does not know whether Miss Crisp accused her of that or whether it was merely a statement Mr. Short made.

FINDINGS: This allegation is obviously primarily some hasty generalizations which are not supported by the facts. There has been no indication that unfairness is being carried out among employees or that the Director is kept in the dark about personnel actions. The findings have not supported her allegations that anyone is covering up for Miss Crisp or that the Olivers were separated from the Bureau because of the fear they would go to higher authorities.

Mr. Short advises that at or near the end of his interview with Mrs. Oliver she did tell him she had been to see a Congressman. He denies he acted shocked, in fact, under date of 6-2-64 Mr. Short submitted a memorandum for Oliver's file stating that when Mrs. Oliver indicated she had contacted a Congressman she said she was going to furnish him a "factual" list of her complaints. She also said she had talked to a lawyer concerning her difficulties at the Bureau and he suggested she contact the Better Business Bureau. She did not identify the lawyer or the Congressman. She also said she was considering contacting the Health Department inasmuch as working for the Bureau had been injurious to her health. Obviously it would have been entirely proper for Mr. Short to have cautioned Mrs. Oliver to tell any Congressman she might contact both sides of the story, but it is obvious, despite Mrs. Oliver's contention, that she has colored her story to make it self-serving.

Mr. Short also states that before Mrs. Oliver even opened and read the Bureau's letter requesting her resignation, she took from her work folder a sheet of paper which

already contained her resignation and the only thing she did in Mr. Short's presence was to insert the current date of 6-2-64 to signify the effective date of the resignation before handing it to Mr. Short. Mr. Short states that when she did read the Bureau's letter she "assumed a most contemptible attitude."

Mr. Short states that Mr. Oliver prepared his letter of resignation as requested and had no comment to make concerning the Bureau's request for his resignation.

Concerning Mr. Short's statement to Mr. Oliver that his wife had shaken her fist at Miss Crisp, this is documented in Mr. Short's memorandum of 5-27-64 summarizing the incident which lead to requesting the Olivers' resignations and it relates that according to Miss Crisp, Mrs. Oliver clenched her fist when she made the statement, "One of these days." Miss Crisp's statement of 5-22-64 states "with clenched hand and in anger, Dorothy made the statement that 'One of these days.'" In the Inspector's current interview with Miss Crisp, she confirmed the fact that Mrs. Oliver clenched her fist and she states she brandished it in the direction of Miss Crisp as a gesture accompanying her statement. In SA Stultz's memorandum of 5-22-64, initially reporting this incident, Mr. Stultz relates Miss Crisp's version and then states "Mrs. Oliver was interviewed on 5-22-64 concerning this incident and she confirmed that it had occurred essentially as described above." (The "described above" refers to the preceding paragraph of this memorandum which relates Miss Crisp's version. However, the handwritten signed statement which Mr. Stultz obtained from Mrs. Oliver dated 5-22-64 makes no mention of any physical gesture and merely mentions the statement which Mrs. Oliver made "One of these days," which Mrs. Oliver indicates "I in no way implied that this statement was a threat. It was merely said in discust to the fact that she had no reason whatsoever to tell us to work when we were doing just that. If Miss Crisp took this statement as a threat I feel that she greatly misinterpreted it as I in no way said it to be a threat of any sort, nor did I say it in such a manner to be taken so." Although it is substantially immaterial whether Mrs. Oliver made a physical gesture or not, it is felt that Agent Supervisor Stultz should have insisted on a more complete statement from Mrs. Oliver which would have contained either an admission or a denial of the alleged gesture.

FD-253 (Rev. 10-15-63)

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of $10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of $10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA WILLIAM S. TAVEL	5-26-64	Files & Communications

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
PHYLLIS E. TAVEL	Wife

Address [redacted] McLean, Va.

b6
b7C

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
EMILIE B. TAVEL (to become Mrs. Frederic M. Livezey 6/13)	Sister

Address [redacted] New York, N.Y., Apt. 14 E (Cincinnati Ohio after 6/13)

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing $1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
PHYLLIS E. TAVEL	Wife

Address [redacted] McLean, Va.

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
EMILIE B. TAVEL (to become Mrs. Frederic M. Livezey 6/13)	Sister

Address [redacted] New York, N. Y., Apt. 14 E. Cincinnati Ohio after 6/13)

Very truly yours,

William S. Tavel
Special Agent

Payment Received
Special Agents Insurance Fund
MAY 27 1964
J. Edgar Hoover, Director

26

8-e

June 16, 1964

Mrs. Frederic Miles Livezey
[redacted]
Cincinnati, Ohio 45223

W. S. Tavel

b6
b7C

JUN 16 3 22 PM '64
REC'D-READING ROOM
F B I

Dear Mrs. Livezey:

All of us in the FBI were indeed pleased to learn of your marriage, and I wanted to take this means to extend to you my best wishes for every possible happiness and to Mr. Livezey my heartiest congratulations. We hope the coming years will be filled with an abundance of good things for both of you.

Sincerely yours,

J. Edgar Hoover

MAILED 4
JUN 16 1964
COMM-FBI

67-NOT RECORDED-5

1 - Mr. Tavel

NOTE: Mrs. Livezey is on the Special Correspondents List. See W. S. Tavel to Mr. Mohr memo of 6-11-64.

CJJ:pleg
(4)

RECEIVED-DIRECTOR

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

20

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: June 11, 1964

FROM : W. S. Tavel

SUBJECT: PERSONNEL MATTER

For the completion of my personnel file, I wish to advise that my sister, Emilie Tavel, is being married on June 13, 1964, to Mr. Frederic Miles Livezey, who, I understand, was born in [redacted] raised in West Virginia and attended school in Cincinnati, Ohio. He is presently employed by the Christian Science Church in Boston, Massachusetts, and is under transfer to Cincinnati where they will live in [redacted] Cincinnati, Ohio 45223. Mr. Livezey is approximately 35 years of age. I believe he at one time was an instructor or professor at Drexel Institute and is an electronics engineer by profession.

b6
b7C

It is noted that I carry my sister as contingent beneficiary under both the Special Agents Insurance Fund and the Ross Fund, and I still wish her to continue in this capacity.

WST:jmr
(2)

REC-138

Searched
5 JUN 17 1964

Mailing List
6-15-64
Change Noted

April 22, 1964

Mr. Benjamin Harrison Freedman
[redacted]
New York, New York, 10028

b6
b7C

Dear Sir:

I have received the April 15, 1964, copy of "Common Sense" which you forwarded to me. I do not know why this publication was sent to me, nor did I order it.

Inasmuch as I am not in sympathy with the views and opinions expressed in this newspaper, please take my name off your mailing list and do not forward any more copies to me.

Very truly yours,

/s/ William S. Tavel

1 - Personnel file of Mr. Tavel

(NOTE: A copy of the 4-15-64 issue of "Common Sense" was forwarded at his home address to Mr. Tavel in an envelope bearing the name and return address of the individual to whom this letter is being sent. It was postmarked at Union, N. J. The lead article in the 4-15-64 issue of the newspaper was captioned "Zionists Triggering World War III" and was written by Benjamin H. Freedman, whose title is indicated as "Chairman, Citizens Committee on U. S. A. Policy in the Middle East." "Common Sense" is a notorious anti-Semitic hate sheet published by the Christian Education Association, 530 Chestnut Street, Union, New Jersey. Copy of newspaper thrown away.)

WST:JMR
(3)

23

April 14, 1964

~~PERSONAL~~

APR 14 3 00 PM '64
REC'D-READING ROOM
F B I

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Tavel:

I am pleased to inform you that you have earned an Outstanding performance rating for your fine services from April 1, 1963, to March 31, 1964, which has been approved by the Efficiency Awards Committee of the Department. A copy of this rating is enclosed for your retention.

It also is a pleasure to advise that in recognition of this achievement I have approved an incentive award for you in the amount of $500.00. There is enclosed a check for $430.00 which represents this award less withholding tax. The loyal and dedicated manner in which you have discharged your responsibilities during the past year has certainly merited this award. I do not want the opportunity to pass without expressing my appreciation.

REC-139 67- - 299

MAILED 8
APR 15 1964
COMM-FBI

Sincerely,

J. Edgar Hoover

Enclosures (2)

1 - Miss Usilton (Sent Direct)
LRH:et
(4)
Award #616-64
NOTE: Salutation per file.
Based on memo Mohr-Tolson 3/24/64.

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Gale
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Miss Holmes
Miss Gandy

WILLIAM SAXBY TAVEL

April 16, 1964

Dear Mr. Hoover:

I have just received your letter enclosing my annual performance rating and the accompanying award. To be rated Outstanding by you is certainly a signal honor, and I most humbly and deeply appreciate both the rating and the award. As I have said before, I am truly proud to work under your leadership, and my only concern is to protect the best interests of the Bureau and find ways to improve our operations and effect greater economies.

You can be assured of my continuing loyalty to both you and the Bureau, and I again want to thank you for your generosity and confidence in rating me as you did.

REC-142 67-215528-2918

Searched
10 APR 17 1964

Sincerely,

Saxby Tavel

Saxby Tavel

File

Mr. J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D.C.

4/17

EXP. PROC.

APR 16 1964

33

APR 27 1964

THREE

FD-185 (Rev. 8-16-63)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: WILLIAM S. TAVEL

Where Assigned: FILES AND COMMUNICATIONS DIVISION
(Division) (Section, Unit)

Official Position Title and Grade: ASSISTANT DIRECTOR

Rating Period: from APRIL 1, 1963 to MARCH 31, 1964

ADJECTIVE RATING: OUTSTANDING
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's Initials

	Signature	Title	Date
Rated by:	[illegible]	Assistant to the Director	4-1-64
Reviewed by:	Cloyde A. Tolson	Associate Director	4-1-64
Rating Approved by:	J. Edgar Hoover	Director	4-1-64

TYPE OF REPORT

- [X] Official
  - [X] Annual
- [ ] Administrative
  - [ ] 60-Day
  - [ ] 90-Day
  - [ ] Transfer
  - [ ] Separation from Service
  - [ ] Special

REC-139

76

WILLIAM S. TAVEL
ASSISTANT DIRECTOR
FILES AND COMMUNICATIONS DIVISION

As Assistant Director in charge of the Files and Communications Division, Mr. Tavel has discharged his multiple assignments in an exemplary manner and definitely merits the rating of Outstanding for the period April 1, 1963, to March 31, 1964.

A foremost authority on records management, Mr. Tavel has the over-all responsibility for the operation of all communications facilities at Bureau headquarters and for the maintenance and servicing of all Bureau files. He has remained ever alert to initiate improvements in these systems and to guard the best interests of the Bureau. He has displayed unusual drive and enthusiasm and has been most aggressive in directing the many activities of his division. He has willingly and capably handled his duties and is eminently qualified for his present position.

Presenting an exceptionally fine appearance and possessing a forceful personality, Mr. Tavel is extremely effective in his contacts with important officials both in the Government and private industry. His profound judgment and common sense enable him to quickly define objectives and reach proper conclusions. He is an inspiration to his subordinates and the high morale of the personnel in his division is greatly attributable to the splendid examples of devotion and loyalty set by him.

The dedicated and superlative performance of Mr. Tavel has materially increased the achievements of the Bureau during the past year and he has most assuredly earned this Outstanding rating.

April 10, 1964

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

APR 10 12 11 PM '64
REC'D-READING ROOM
FBI

Dear Mr. Tavel:

I am indeed pleased to commend, through you, the personnel in the Files and Communications Division who assisted in such a competent and effective fashion in handling the exceedingly large number of Bureau tours during the past Easter Season.

These men discharged their duties with much skill and enthusiasm and despite the multitude of visitors the tours were conducted in such a manner that much credit has come to the Bureau. I want you to convey my sincere appreciation to all the tour leaders in your division who helped with this record-breaking influx of people desiring to view our operations.

67-215524-296

REC-132

Sincerely yours,

J. Edgar Hoover

1 - Miss Usilton (Sent Direct)

MAILED 8
APR 10 1964
COMM-FBI

CTP:et
(29)

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

Based on memo Morrell to DeLoach 4/6/64 re FBI Tours, Easter Season, 1964.
COPIES PREPARED AND ATTACHED FOR PLACING IN FILES OF: (OVER)

XEROX
APR 21 1964

MAIL ROOM ☐ TELETYPE UNIT ☐

Mr. William S. Tavel
Washington, D. C.

Jimmy L. Armstrong
Edward F. Bannon
Larry A. Blankenship
Thomas F. Burgoyne
Melvin E DeGraw
Charles W. Draper
George E. Fisher
Gerard A. Fowler
Max W. Good
Charles C. Griggs
Charles P. Interrante
Edward J. Lord
Carroll C. Meyer
Robert L. Miller
Max V. Mossholder, Jr.
Howard B. Parrott
Ronald D. Plaster
Joseph J. Policy
William L. Sievers
Jack F. Sobolewski
Willie Earl Sumner
Richard E. Vineyard
Albert J. Weaver
A. Clifford Webb
Roger T. Wiley

Mr. Tolson March 24, 1964

J. P. Mohr

C. LESTER TROTTER
Assistant Director
Identification Division

JOSEPH J. CASPER
Assistant Director
Training Division

WILLIAM S. TAVEL
Assistant Director
Files and Communications Division

OUTSTANDING ANNUAL PERFORMANCE RATINGS

There are attached for approval, Outstanding annual performance ratings, in duplicate, covering the services of Messrs. Trotter, Casper and Tavel from April 1, 1963, to March 31, 1964. I have signed these ratings as the Rating Official.

In the event you approve these ratings, I respectfully request that you sign both the original and the copy of each of them as the Reviewing Official and the Director sign both the original and the copy of each of them as the Approving Official. Thereafter, they must be submitted to the Deputy Attorney General in the Department for approval by the Efficiency Awards Committee. Upon approval of these ratings by the Committee, they will be returned to the Bureau and Messrs. Trotter, Casper and Tavel will each be furnished a copy of his rating. They will also be entitled to cash incentive awards under the provisions of the Incentive Awards Plan. You will recall that the Director has authorization under the delegation from the Attorney General to approve such awards up to $500, which is the customary amount that has been approved for Assistant Directors and above.

Should you agree with the foregoing, these ratings will be forwarded to the Department after 4-1-64, together with other Outstanding ratings.

RECOMMENDATION:

That you, as Reviewing Official, and the Director, as Approving Official, sign the original and the copy of the attached Outstanding performance ratings for Messrs. Trotter, Casper and Tavel and upon approval of the ratings by the Efficiency Awards Committee of the Department they each be approved for an incentive award of $500.

Enclosures
RRB:crt
(4)
1 - Personnel File of Joseph J. Casper
1 - Personnel File of William S. Tavel

53 (Rev. 10-15-63)

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of $10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of $10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA WILLIAM S. TAVEL	2/4/64	SOG - Div 4

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
Phyllis E. Tavel	wife

Address [redacted] McLean, Va.

b6
b7C

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Emilie B. Tavel	sister

Address [redacted] 10028

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing $1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
PHYLLIS E. TAVEL	wife

Address [redacted] McLean, Va.

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Emilie B. Tavel	sister

Address [redacted] 10028

Very truly yours,

William S. Tavel
Special Agent

Payment Received
Special Agents Insurance Fund

FEB 18 1964

J. Edgar Hoover, Director

67-[illegible]

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Gale
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Miss Holmes
Miss Gandy

January 23, 1964

MR. MOHR:

Ed Gamble, a Vice Chairman of my Public Relations Commission in The American Legion, is a high official of the Telephone Company in Jackson, Mississippi. He has often wanted me to have lunch with Benjamin Givens, Assistant Vice President of American Telephone and Telegraph (AT&T) who is stationed in Washington. At Mr. Givens invitation, I had lunch with him today at the University Club. Givens was accompanied by John Anderson, local Chesapeake & Potomac Telephone Company official. The purpose of this memorandum is not only to indicate the very obvious admiration Givens and Anderson have for the FBI but also to reflect their very commendatory remarks regarding Assistant Director William S. Tavel. Givens told me Tavel was a very excellent representative for the FBI. He stated Tavel is firm in his dealings with telephone company officials and that he at all times goes to any length to take care of the best interests of the FBI.

Washington, D.C.

I was quite impressed with Mr. Givens and wanted you to know of his very favorable remarks concerning Mr. Tavel.

Respectfully,

C. D. DeLoach

1 - Mr. Tavel
1 - Mr. M. A. Jones
CDD:ejr
(4)

Keep

NFC-142

67-215528-295
Searched
Indexed
JAN 24 1964

JAN 28 1964

4-17 (Rev. 1-16-64)

FEDERAL BUREAU OF INVESTIGATION
FILES AND COMMUNICATIONS DIVISION

1/24, 1964

___Mr. Tolson
___Mr. Belmont
___Mr. Mohr
___Mr. Callahan
___Mr. Casper
___Mr. Conrad
___Mr. DeLoach
___Mr. Evans
___Mr. Gale
___Mr. Rosen
___Mr. Sullivan
___Mr. Tavel
___Mr. Trotter
___Miss Gandy
___Miss Holmes

___Mr. Waikart
___Mr. Short
___Mr. Benedict
___Mr. Marshall
___Mr. McCoy
___Mr. Wherry

___Mrs. Bartnek, 7740
___Miss Casto, 7264
___Miss Reed, 7742
___Miss Rogers, 7746
___Miss Ross, 7744
___Miss Valentino, 7740

___Mr. Clayton
___Mr. Hyde
___Mr. McMichael
___Mr. Morrell
___Mr. C.Q. Smith
___Mr. C.R. Davidson
___
___Room _____

___RECORDS BRANCH
___IDENT BUILDING
___Mr. Brady
___Mr. Stultz

___Mrs. McFall, 1320 IB

___Mr. Glover
___Miss Kephart
___Mr. Oliver

___See Me
___Note & Return
___Phone Me

___Miss Brooks
___Mr. Cleaver
___Mrs. Foster
___Mrs. Genau
___Miss Hazzard
___Mrs. Isles
___Mrs. Kohl
___Mr. Kuhn
___Mrs. McGrath
___Mrs. Mead
___Miss Murphey
___Miss Oesterlein
___Mr. Runaldue
___Miss Thomason
___Mrs. Walter
___Miss Wolfe

___Send File
___Per Conversation
___For Your Infor.
___For Approp. Action

Put in Mr. Tavel's file.

F. W. WAIKART

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. MOHR DATE: 1-7-64

FROM : W. S. TAVEL

SUBJECT: ACCOMPLISHMENTS - 1963
FILES AND COMMUNICATIONS DIVISION

In taking stock of our accomplishments during the past year, the following are some of the major areas in which we have been able to effect economies and improvements which we feel contribute to the Bureau's over all progress and achievements.

During 1963 this Division voluntarily reduced its personnel quota on four separate occasions for a total reduction of 25 employees. This was due principally to streamlining of operations and as rapidly as the situation allowed we cut quotas to immediately take advantage of all economies possible. In this latter regard, during the last three months of the fiscal year of 1963, this Division on a daily basis averaged 56 employees on voluntary leave without pay in cooperation with the Bureau's efforts at that time to stay within its authorized budget. Despite this, through teamwork and extra effort by our employees, we were able to handle all of our regular work with progressively higher production and accuracy standards than before. We also made substantial progress in rehabilitation of records handling 1,606,162 units of work during the year. This involved purging of obsolete index cards, adding valuable data to other cards, microfilming, destruction of old records, repairing of files, etc. This in turn led to a savings of 1,129 square feet of critically valuable floor space and the re-use of $20,475.45 worth of files and index cabinets.

William S. Tavel

In Communications, by encouraging the use of the cheaper long-distance Wide Area Telephone Service (WATS) and through surveys of equipment and other services, there was a combined savings of $42,169.61 during 1963. Beginning yesterday, an anticipated yearly savings of approximately $36,000 will result from the utilization of new and faster (100 words per minute) teletype equipment both in the field and at the Seat of Government. This is the cumulative result of studies of our teletype network and recommendations by this Division during the past year.

WST:bpr
(4)

REC-136

67-043-638
Searched ____ Numbered ____
JAN 17 1964 136

XEROX
JAN 24 1964

CLASSIFYING

XEROX
JAN 28 1964

(Con't next page)

UNRECORDED COPY FILED IN 66-8362

Memo W. S. Tavel to Mr. Mohr
Re: Accomplishments - 1963
Files and Communications Division

Other new equipment obtained by us in 1963 and presently in use includes six new Kard Veyer cabinets, a type of mechanized rotary card filing cabinet, that enabled us to immediately save the services of three full time employees, a new Xerox copying machine and upgrading of many of our desks, chairs, tables, etc. We have also completed a trial and recommended purchase of automatic coding equipment which will increase security, provide faster service, and save employee time on our New York leased teletype line. The painting of our Records Branch space in the Justice Building has not only improved its appearance but has also enhanced the morale of our employees.

Good morale has also been achieved by an active and varied recreation program attended by 6,302 employees during 1963. Personnel of this Division during the past year received 128 letters of commendation including 68 quality salary increases and incentive awards. In the Investigator, we were fortunate in having 62 items actually published in 1963. The names of 144 potential applicants were furnished the Administrative Division and personnel of this Division donated 334 pints of blood during 1963 which was approximately 80 more than our quota.

We will continue to strive for greater economy and efficiency and the imaginative application of new techniques and equipment in the coming year.

Good

1. Excellent - I wish the other Assistant Directors would try to emulate this -
2. Well - allocate Tavel & get 18.

K

From letter recp 1-8-64 meg

STANDARD FORM 50—Rev. December 1961
U.S. Civil Service Commission
FPM Ch. 295

NOTIFICATION OF PERSONNEL ACTION

5 PART
50-124-01

(For agency use) 6

1. NAME (CAPS) LAST-FIRST-MIDDLE MR.-MISS-MRS.	2. (For agency use)	3. BIRTH DATE (Mo., Day, Year)	4. SOCIAL SECURITY NO.
TAVEL, WILLIAM S. (MR)	12180	7/12/15	044-09-3374

5. VETERAN PREFERENCE	6. TENURE GROUP	7. SERVICE COMP. DATE	8. PHYSICAL HANDICAP CODE
1 (1 — NO; 2 — 5 PT.; 3 — 10 PT. DISAB.; 4 — 10 PT. COMP.; 5 — 10 PT. OTHER)			

9. FEGLI	10. RETIREMENT	11. (For CSC use)
(1 — COVERED; 2 — INELIGIBLE; 3 — WAIVED)	(1 — CS; 2 — FICA; 3 — FS; 4 — NONE; 5 — OTHER)	

12 CODE NATURE OF ACTION	13. EFFECTIVE DATE (Mo., Day, Year)	14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
PROMOTION	1/8/64	EXCEPTED BY LAW

15. FROM: POSITION TITLE AND NUMBER	16. PAY PLAN AND OCCUPATION CODE	17. GRADE OR LEVEL	18. SALARY
Assistant Director 110		GS 17	$18,500pa

19. NAME AND LOCATION OF EMPLOYING OFFICE

Files and Communications Division
Washington, D. C.

20. TO: POSITION TITLE AND NUMBER	21. PAY PLAN AND OCCUPATION CODE	22. GRADE OR LEVEL	23. SALARY
Assistant Director 110		GS 18	$20,000pa

24. NAME AND LOCATION OF EMPLOYING OFFICE

Files and Communications Division
Washington, D. C.

25. DUTY STATION (City — county — State)	26. LOCATION CODE

27. APPROPRIATION	28. POSITION OCCUPIED	29. APPORTIONED POSITION
S. & E., FBI	1-COMPETITIVE SERVICE; 2 — EXCEPTED SERVICE: 2	FROM: ; TO: ; STATE ; 1 — PROVED-1; 2 — WAIVED-2

30. REMARKS: A. SUBJECT TO COMPLETION OF 1 YEAR PROBATIONARY (OR TRIAL) PERIOD COMMENCING

B. SERVICE COUNTING TOWARD CAREER (OR PERMANENT) TENURE FROM:

SEPARATIONS: SHOW REASONS BELOW, AS REQUIRED. CHECK IF APPLICABLE: C. DURING PROBATION D. FROM APPOINTMENT OF 6 MONTHS OR LESS

Basis for this position is Section 505 (e) of the Classification Act of 1949 as amended.

This promotion is temporary and will remain in effect only for the duration of present assignment.

67-NOT RECORDED
18 JAN 2[illegible]

6985

J. Edgar Hoover
Director

31. DATE OF APPOINTMENT AFFIDAVIT (Accessions only)	34. SIGNATURE (Or Mark "Not Required") AND TITLE
32. OFFICE MAINTAINING PERSONNEL FOLDER (If different from employing office)	
33. CODE EMPLOYING DEPARTMENT OR AGENCY: DJ 02 FEDERAL BUREAU OF INVESTIGATION WASHINGTON 25, D.C.	35. DATE 1/8/64

4. PERSONNEL FOLDER COPY

☆ U.S. GOVERNMENT PRINTING OFFICE: 1963-682493

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. MOHR

DATE: 1-10-64

FROM : W. S. TAVEL

SUBJECT: CHESTERBROOK WOODS CITIZENS' ASSOCIATION

I have been requested to accept the nomination as [redacted] president of the Chesterbrook Woods Citizens' Association with the election to be held on January 25, 1964. This association is composed of about 150 people who reside in the Chesterbrook Woods area, McLean, Virginia, and exists for the purpose of undertaking various projects to improve the community such as installation of street signs, improvement of street paving, etc. and to encourage social contact among the residents of that area. As [redacted] president I would be required to conduct meetings on occasions, but I can see nothing in the nature of the association which would be embarrassing to the Bureau and I would, of course, be careful to avoid becoming involved in any controversial issues.

RECOMMENDATION:

That I be permitted to serve as [redacted] president of the Chesterbrook Woods Citizens' Association if elected.

WST:bpr

REC-148

67- 215528-294
Searched..... Numbered.....
4 JAN 15 1964

8 JAN 17 1964

January 9, 1964

~~PERSONAL ATTENTION~~

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

Based on a review of the recent inspection of the Files and Communications Division the various operations of your Division are rated as follows: Physical Condition and Maintenance, Division Operations, and Personnel Matters - Very Good; Administrative Operations - Good; Contacts - Excellent.

The space occupied by your Division in the Justice and Identification Buildings was adequate and satisfactorily arranged. The painting done in certain areas has noticeably improved the appearance of your space. Promptly correct the housekeeping delinquencies called to your attention by the Inspector and continue to stress the need for good housekeeping habits on the part of all assigned personnel. It was necessary for the Inspector to suggest measures to strengthen security of the telephone frame room. You must promptly implement the changes. Hereafter, you should be constantly alert to other possible security weaknesses and initiate corrective action. Of course, all of your Division employees should understand their responsibility to share in constant alertness to security weaknesses.

I am aware your Division has been functioning with less than your established quota of clerical personnel and I am pleased that you have been able to handle current work with only occasional delinquency. It is desirable, however, that essential rehabilitation projects receive continuous attention, especially as concerns the indices and files. Your progress has been notably less since the last inspection in a number of essential projects. You must intensify efforts to deploy more manpower to accelerate vital work on the rehabilitation tasks deserving of top priority without, of course, sacrificing current operations. I fully realize this will require careful planning to insure that current work is performed with maximum efficiency and that there is no manpower waste in shifting personnel from one task to another.

140

1 - Mr. Callahan (Attention: Mr. C. R. Davidson) (with enclosure)
1 - Personnel file of Assistant Director William S. Tavel
1 - SOG Inspection File of Files and Communications Division

HLE:bhg:mbk (8) (See NOTE last page)

The savings accrued through use of Wide Area Telephone Service throughout the field, the recovery of space and cabinets through purge projects, and the voluntary reduction of personnel quotas are noteworthy accomplishments of your Division. It was reassuring to note that the inspection disclosed that service requests for files, mail, locates, name checks and such are being handled promptly and that your employees are efficient and helpful in servicing other Divisions.

Missing files are of grave concern and you should make certain to comply with the Inspector's instructions to intensify locating such and also do everything possible to prevent such occurrences in the future.

The Inspector agreed with you on your clerical needs as well as for a Special Agent replacement for one supervisor who retired during the inspection. However, you must exert greater effort to reduce clerical turnover which the Inspector noted was slightly higher than for a comparable period in 1962. Also, the Inspector noted your justification for the Agent replacement was partly based on your expressed desire to undertake certain essential projects. Consequently, you should see that these plans are promptly activated after this vacancy is filled. Economy of Agent manpower must continue to receive top priority so as to guarantee that every possible Special Agent is available for field investigative work.

The Inspector was unable to either confirm or refute contentions by a File Examiner that a Coordinator had improperly changed errors submitted by Examiners on File Reviewers. However, in the future clerical and Agent Supervisors should require any employee making an allegation to submit a memorandum containing specifics or at least a denial or refusal to furnish such. This should tend to prevent such an employee from later raising an issue, or, if raised, would certainly provide a record to resolve any alleged disparity as the Inspector encountered. You should be guided accordingly and this case should serve as an object lesson to properly strengthen administrative operations in this regard.

The inspection made favorable findings concerning your active programs for incentive awards, commendations and suggestions. However, you should institute the additional administrative controls recommended by the Inspector for your Streamlining Committee. Your Division is to be commended for employee participation in recreational activities, numerous contributions to "The Investigator" and the high morale which the inspection revealed.

Mr. William S. Tavel

I noted your significant efforts and success in developing outside contacts in areas affecting Divisional responsibilities. Please continue to stress this wherever there is a reasonable likelihood thereby of increasing efficiency and reducing costs. Also endeavor to implement the Inspector's suggestion to have your Division submit articles or ideas for the "FBI Law Enforcement Bulletin" pertaining to records matters of possible interest to other law enforcement departments.

The Inspector left with you an inspection report and work papers. Review these carefully with your Number One Man and take necessary corrective action promptly on the matters noted. Advise the Inspection Division immediately when the corrective action is accomplished.

Sincerely yours,

John Edgar Hoover
Director

NOTE: Based on memorandum J. H. Gale to Mr. Tolson dated 1-8-64 captioned "Inspection - Files and Communications Division; Inspector H. L. Edwards; December 6 - 24, 1963," HLE:wmj.

MR. TOLSON January 8, 1964

J. H. GALE

INSPECTION - FILES AND COMMUNICATIONS DIVISION
INSPECTOR H. L. EDWARDS
DECEMBER 6 - 24, 1963

SUMMARY

Officials: Assistant Director William S. Tavel, in charge since 3/3/61. Frank W. Waikart, No. 1 Man since 1/28/59. Last inspection: August 20 - September 7, 1962.

Physical Condition and Maintenance - Very Good (Last Inspection - Very Good). Space in Justice and Identification Buildings adequate. Appearance much improved by painting in Justice Building. Minor housekeeping delinquencies ordered corrected. To strengthen over-all security, Inspector suggested locks be altered on two doors leading to telephone frame room from public corridor and access be through constantly attended switchboard space. Suggestion adopted. Automotive equipment clean, and although in safe operating condition, safety of passengers will be enhanced by previously approved installation of seat belts in shuttle wagons servicing Identification and Riddell Buildings. Confidential trash being handled properly.

Division Operations - Very Good (Last Inspection - Very Good). Volume of current work and number of assigned clerical employees on comparable decline since June, 1963. Survey revealed delinquency in Mail Processing Unit cleared by following day. Progress on 7 of 8 Records Branch rehabilitation projects lagging behind 1962 as priority given to keeping pending work current. Division instructed to intensify efforts to deploy personnel to essential priority rehabilitation projects consistent, of course, with demands of current work. Savings accomplished through (1) increased field use of Wide Area Telephone Service (WATS); (2) recovery of space and cabinets through purge projects; and (3) realignment and reduction of personnel quotas.

Administrative Operations - Good (Last Inspection - Good). Time and attendance and leave records correctly maintained. Production levels periodically evaluated and currently equal to or higher than comparable period 1962. Accuracy and production levels fairly applied. Form errors in misfiled files .87% and in abstracts .14% - both below field averages. Odd-hour shifts justified. Storage and purging constantly analyzed. Files delivered promptly. Inspector instructed intensification to locate missing files. Inspector suggested strengthening administrative controls for

Enclosure
1 - Mr. Callahan (Att: Mr. C. R. Davidson) (Sent Separately)
1 - Personnel File of Assistant Director William S. Tavel
1 - Personnel File of Frank W. Waikart
HLE:wmj (6)

Streamlining Committee. Incidental to personnel inquiry affecting a clerical Coordinator in File Review and Research Unit, some File Examiners alleged Coordinator had improperly changed errors submitted by Examiners on File Reviewers. One Examiner said she complained, but Supervisor's memorandum reports she failed to furnish specifics. Impossible to substantiate allegations since intervening time precluded identifying specific mail. Employees involved instructed to hereafter immediately report such suspicions. Inspector also reminded clerical and Agent supervisors in future any employee making such allegations should be required to submit memorandum containing specifics or at least a denial of such or refusal to furnish. Such should tend to prevent employee from later raising issue and if raised, would resolve any contention of disparity between her present story and the supervisor's version. Inspector suggested Division take positive approach in effort to submit articles or ideas for Law Enforcement Bulletin pertaining to records matters of possible interest to other law enforcement departments.

Personnel Matters - Very Good (Last Inspection - Good). Division credited for voluntarily reducing clerical personnel quota from 1212 to 1181 since last inspection. Records Branch operating 12-4-63 at 103 clerks below quota, which is adequate for current work at present volume, but Division needs its established quota if essential progress on rehabilitation projects is to be restored and maintained.

Replacement for Agent Supervisor O. George Medler, Jr. (retired 12-24-63), justified partly on Division's expressed desire to undertake certain essential projects. Inspector instructed Division make certain these activities be initiated if replacement furnished. Clerical turnover up slightly. Allegations made against one famale clerical Coordinator, File Review and Research Unit, as being too harsh, abrupt, and too short and depreciating in answering questions. Inquiry failed to substantiate allegations and disclosed Supervisor, although very strict, is fair. Morale high. One Agent on limited duty - justified. Promotional matters receiving proper attention. Programs for incentive awards, commendations and suggestions active. Recreation and FBIRA participation satisfactory. Division funds properly supervised and in balance.

Contacts - Excellent (Last Inspection - Very Good). Since last inspection Division has developed additional outside contacts in pertinent areas affecting responsibilities. Liaison within and outside Bureau effective.

RECOMMENDATIONS:

1. Assistant Director William S. Tavel, GS-17 @ $18,500, nonveteran, not on probation, in Files and Communications Division since 3-3-61. Well suited for present position by appearance, personality, and prior extensive

experience. Exhibits an excellent grasp of importance and broad objectives of records and communications to over-all Bureau operations. Places desirable emphasis on economy. Has developed some valuable outside contacts, especially in communications area and keeps alert to technological advances in area of his responsibilities. Deserves continuance in present assignment. Letter summarizing inspection findings attached for approval.

2. Frank W. Waikart, Number One Man, GS-16 @ $17,500, nonveteran, not on probation. He makes an excellent appearance, has a warm, outgoing personality particularly adapted to the Records Branch where so many young clerks work. Has spent most of his career in this Division by reason of which he has amassed tremendous specialized knowledge and experience which is constantly relied upon heavily. He claims no plans for retirement, although eligible. Recommend retention in present position.

WILLIAM SAXBY TAVEL

January 9, 1964

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Gale
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Miss Holmes
Miss Gandy

Dear Mr. Hoover:

I received your letter late yesterday afternoon advising me of my promotion to Grade GS-12. Although I was completely surprised and tremendously pleased, my first reaction was pride in this evidence of your confidence, and deep appreciation for your generosity and thoughtfulness. It was a wonderful thing for you to do and it means a great deal to me far beyond any financial gain involved.

I have always been proud to work for you and the Bureau, and my constant goal is to do the job the way you want it done, to carry out the policies you set, and to do so as economically and efficiently as I know how. You can be sure that I will not relax my efforts in the least, but will continue to strive to administer the Files and Communications Division in a manner that will please you. I would also like to say that any success we have had in this Division is certainly not due solely to my efforts, but reflects the enthusiasm and hard work of the supervisory staff and my associates. They are the ones who deserve the credit.

Let me again express my thanks for your kindness.

Sincerely,

Saxby Tavel

Saxby Tavel

Honorable J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

67-215528-293
4 JAN 1964

134

January 6, 1964

PERSONAL

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Tavel:

I am indeed pleased to advise you of your promotion to Grade GS 18, $20,000 per annum, as an Assistant Director, effective this date.

For your information, this promotion is temporary and will remain in effect only for the duration of your present assignment.

Sincerely,

J. Edgar Hoover

REC-137

JAN 8 1 32 PM '64
REC'D-READING ROOM
F B I

21-528-292

JAN 9 1964

1 - Miss Usilton
1 - Movement
1 - Mrs. Axtell

neg

Salutation per reading room.

MAILED 2
JAN 8 - 1964
COMM-FBI

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

WASHINGTON 25, D. C.

December 4, 1963

MEMORANDUM TO MR. TOLSON
MR. BELMONT
MR. MOHR
MR. CASPER
MR. CALLAHAN
MR. CONRAD
MR. DE LOACH
MR. EVANS
MR. GALE
MR. ROSEN
MR. SULLIVAN
MR. TAVEL, William S.
MR. TROTTER
MISS HOLMES

RE: COMMENDATION, NOVEMBER 25, 1963

I want you to convey my sincere appreciation to the personnel in your division who so graciously volunteered to work on November 25, 1963, in connection with the emergency occasioned by the assassination of the President.

Their devotion to duty and obvious desire to be of assistance and to protect the best interests of the Bureau during this trying time were of the highest caliber and a credit to them. Please extend to all my sincere and heartfelt thanks.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

DEC 2 15 PM 3 44 PM '63

FIELD & COMMUNICATIONS SECTION RECEIVED

93

67-NOT RECORDED
5 DEC 17 1963

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. MOHR

DATE: November 12, 1963

FROM : W. S. TAVEL

SUBJECT: CHESTERBROOK WOODS ASSOCIATION

I attended a meeting last evening of the Chesterbrook Woods Association, a civic association with a membership of about 200 composed of the residents of the Chesterbrook Woods area, McLean, Virginia.

During the meeting, the question of establishing some type of acquaintanceship or contact with Fairfax County officials was raised and I was requested to act as chairman of a committee to explore the possibility of establishing some such acquaintanceship with county officials for the purpose of keeping such officials informed of the problems and desires of the residents of Chesterbrook Woods. This assignment would only be for the remainder of this year.

RECOMMENDATION:

That I serve as chairman of the above committee.

WST:jmr
(2)

REC-35

94-59280-1

MCT-9

25 NOV 15 1963

EX-108

67-NOT RECORDED
3 NOV 27 1963

NOV 26 1963

PERS. REC. UNIT

MR. MOHR October 30, 1963

W. S. TAVEL

PROPOSED CHANGES IN BUREAU'S
TELETYPEWRITER SERVICE

In view of the major decision to be made involving use of American Telephone and Telegraph (AT&T) equipment, as set out in attached memorandum, I would like to point out that although I own no stock myself, my wife owns 18 shares of AT&T stock, current value about $130 per share, which were given to her by her mother. My 13-year-old twin daughters also have 9 shares each of AT&T stock in their names, the majority of which was given to them by their grandmother to help finance their future college education.

Although the ownership of such stock by my wife and daughters would in no way affect any recommendation I might make in this matter, in order to avoid any possibility of criticism, I will refrain from making any recommendation and defer entirely to your judgment.

Enc.

(1) Personnel file of William S. Tavel

WST:jmr
(3)

57

FD-259 (Rev. 3-21-63)

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of $10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of $10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA WILLIAM S. TAVEL	7/19/63	SOG - DIV. 4

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
PHYLLIS E. TAVEL	WIFE

Address [redacted] McLEAN, VA.

b6
b7C

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
MISS EMILIE B. TAVEL	SISTER

Address [redacted] 1 NORWAY ST. BOSTON, MASS.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing $1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
PHYLLIS E. TAVEL	WIFE

Address [redacted] McLEAN, VA.

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
MISS EMILIE B. TAVEL	SISTER

Address [redacted] 1 NORWAY ST. BOSTON, MASS.

Very truly yours,

William S. Tavel

Special Agent

Payment Received
Special Agents Insurance Fund
AUG 9 1963

J. Edgar Hoover, Director

67-NOT RECORDED
5 SEP 13 1963

WILLIAM SAXBY TAVEL

September 9, 1963

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Gale
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Miss Holmes
Miss Gandy

Beaver

Dear Mr. Hoover,

It was most thoughtful of you to send the note of congratulations on my Twenty-second Anniversary, and I appreciate very much your thinking of me on this occasion. I have always been proud to be associated with the Bureau, and as each anniversary passes that pride increases.

I hope that I shall be able to serve under your leadership for many more years, and shall do my best to merit your continued confidence.

Sincerely,

Saxby Tavel

Saxby Tavel

Honorable J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

REC-133

67-215528-2901
Searched ____ Numbered ____
SEP 10 1963

1 SEP 13 1963

September 6, 1963

~~PERSONAL~~

Dear Tavel:

Sunday marks your Twenty-second Anniversary in the service of the Bureau, and I certainly did want to add my congratulations to those you will be receiving from your many friends. May you celebrate this occasion for many years to come.

Sincerely,

J. EDGAR HOOVER

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

REC-142

67-[illegible]-289
Searched ____ Numbered ____
1 SEP 6 1963

Anniversary 9/8 - Sunday

SENT FROM D. O.
TIME 10:39 AM
DATE 6 Sept 63
BY [illegible]

JEH:edm (3)

edm

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

SEP 1

MAIL ROOM ☐ TELETYPE UNIT ☐

Field Firearms Training Record
FD-40 (Rev. 12-11-59)

Special Agent TAVEL, William S.

Office	Date Day-Month-Year	Indoor	DA	PPC SA	PPC DA	SG #1	SG #2	SG #3	In Service Rifle	In Service MG	DT		
SOG	2-3-60	277											
"	5-18-60	237	92	85				80			✓	GDS	
"	8-30-60		100	88				80			DT	S	
"	8-30-60		98	94		make-up							
"	9-29-60	273											
"	12-8-60		96		90		19				✓		
"	make-up 12-8-60		98		85								
"	3-9-61	257											
"	3-9-61	273											
SOG	8/23/61	276	92	92				80					
	8/23/61		100		93		14				DT		
SOG	10/24/61		94/100	92.4	85		22/23						
SOG	11/8/61	273											
SOG	12/20/61	273											
SOG	9/27/62	11-2-62 mu 242	96	92				60			V	S	
SOG	9/27/62	11-2-62 mu 200	96		76		22						
SOG	11/2/62		98	86			20				V	BH	
SOG	11/2/62		92		86			100					
SOG	11-27-62	274											
SOG	1-16-63	mu 254											
SOG	3-7-63	271											
	4-4-63	mu 265					Posted						
	4-5-63		96	89		90					V	RD	
SOG	6-6-63		96		78		22				V	GDS	

RECORDED

FD-281a (Rev. 7-9-62)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

6-7-63

I certify that I have received the following Government property for official use:
/~~returned~~/

D. C. OFFICIAL PARKING PERMIT, EXPIRES 6-30-64
(pink)

RETURNED

D. C. OFFICIAL PARKING PERMIT, EXPIRES 6-30-63
(green)

FILE
3-M

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ~~ANY WAY~~.

NOT RECORDED
1 AUG 15 1963

Very truly yours,
PER cdh

(Signature) William S. Tavel

(Typed name) William S. Tavel

48

OK

April 25, 1963

APR 25 11 11 AM '63
READING ROOM
F B I

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

I want to commend, through you, the clerical tour leaders in your division who assisted in such an effective fashion in handling tours for the extremely heavy influx of visitors to the Bureau during the 1963 Easter Season.

These men displayed much patience and understanding notwithstanding the great demands made on them during this time and their enthusiasm and devotion to duty in voluntarily working at their own inconvenience were noteworthy. I was impressed with their competence and with the manner in which they represented the Bureau and I want you to convey to them my sincere appreciation.

MAILED 20
APR 25 1963
COMM-FBI

REC-143 67-[illegible]-88

Sincerely yours,

J. Edgar Hoover

MAY 1 1963

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

1 - Miss Usilton (Sent Direct)

CTP:bjb
(21)

Based on memo Morrell to DeLoach, 4-23-63, re: "Bureau Tours, Easter Season, 1963, Commendation Matter."
Copies prepared and attached for placing in files of following personnel: (OVER)

MAIL ROOM ☐ TELETYPE UNIT ☐

Mr. William S. Tavel
Washington, D. C.

Acor, Jackie O.
Bannon, Edward F.
Bresson, Thomas
Bucher, Thomas L.
Comer, E. Wade, Jr.
Draper, Charles W.
Ezell, Otho Allen, Jr.
Finney, Edward C. III
Fortuna, Ronald Karl
Fox, James M.
Gambatese, Richard J.
Hennessy, Stephen M.
Jauchius, Arthur K.
Miller, Robert L.
Mossholder, Max V., Jr.
O'Neill, Patrick F.
Parrott, Howard B.
Smith, J. Warren
Sobolewski, Jack F.
Steinberg, Jan T.
Sumner, W. Earl
Waller, Johnny Oscar
Webb, A. Clifford

FD-185 (Rev. 6-20-57)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: WILLIAM S. TAVEL

Where Assigned: FILES AND COMMUNICATIONS DIVISION
(Division) (Section, Unit)

Official Position Title: ASSISTANT DIRECTOR

Rating Period: from APRIL 1, 1962 to MARCH 31, 1963

ADJECTIVE RATING: OUTSTANDING
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's Initials

	Signature	Title	Date
Rated by:	J P Mohr	Assistant to the Director	4-1-63
Reviewed by:	Clyde A. Tolson	Associate Director	4-1-63
Rating Approved by:	J. Edgar Hoover	Director	4-1-63

TYPE OF REPORT

(X) Official
(X) Annual

( ) Administrative
( ) 60-Day
( ) 90-Day
( ) Transfer
( ) Separation from Service
( ) Special

67-215528 - 287

REC-131

10 APR 15 1963 47

3-pm

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

WILLIAM S. TAVEL
ASSISTANT DIRECTOR
FILES AND COMMUNICATIONS DIVISION

In view of the superior manner in which Mr. Tavel has performed his duties for the period April 1, 1962, to March 31, 1963, he is entitled to an Outstanding annual performance rating.

During his more than twenty years of impressive service, Mr. Tavel has had extensive experience as an investigator, supervisor, administrator and executive. In his position as Assistant Director he is responsible for the voluminous files and communications systems of the FBI. He provides the vigorous leadership necessary to obtain maximum results in matters under his direction.

Mr. Tavel presents an impeccable personal appearance and has a pleasant and affable personality which enables him to be most effective in his contacts. He is forward thinking and has the ability to anticipate and resolve problems before they become of any consequence. He is completely familiar with all phases of work in his division and directs its activities firmly but fairly. He has the unusual personal qualifications of perception, judgment and keen understanding, as well as the capacity to deal with personnel, which are invaluable in the discharge of his heavy responsibilities.

Mr. Tavel has performed in every respect in a superior manner and has played a vital role in the continued efficient discharge of our ever-increasing responsibilities. His services have been of inestimable value and have earned this Outstanding rating.

Mr. Tolson March 14, 1963

Mr. Mohr

NICHOLAS P. CALLAHAN
WILLIAM S. TAVEL
ASSISTANT DIRECTORS

OUTSTANDING ANNUAL PERFORMANCE RATINGS

Pursuant to the Director's instructions that all members of the Executive Conference be given Outstanding annual performance ratings, there are attached such ratings in duplicate covering Mr. Callahan's and Mr. Tavel's services from April 1, 1962, through March 31, 1963. I have signed these ratings as the Rating Official.

In the event you approve these ratings, I respectfully request that you sign both the original and copy of each of them as the Reviewing Official and the Director sign both the original and copy of each of them as the Approving Official. Thereafter, they must be submitted to the Deputy Attorney General in the Department for approval by the Efficiency Awards Committee. Upon approval of these ratings by the Efficiency Awards Committee, they will be returned to the Bureau and Mr. Callahan and Mr. Tavel each will be furnished a copy of his rating. They will also be entitled to cash incentive awards under the provisions of the Incentive Awards Plan. You recall that the Director has authorization under the delegation from the Attorney General to approve such awards up to $500, which is the customary amount that has been approved for Assistant Directors and above. For officials below the level of Assistant Director, who are in Grade GS 16 or above, it has been customary to approve awards of $400. For those in Grades GS 15 through GS 13 awards of $300 have been approved and $200 awards for those in Grade GS 12 and below.

Should you agree with the foregoing, these ratings will be forwarded to the Department on 4-1-63, together with Outstanding ratings of all members of the Executive Conference.

RECOMMENDATION:

That you, as Reviewing Official, and the Director, as Approving Official, sign the original and copy of the attached Outstanding performance ratings for Messrs. Callahan and Tavel and upon approval of the ratings by the Efficiency Awards Committee of the Department they be approved for awards of $500.

Enclosures APR 15 1963 47
RRB:ctp
(3)

ORIGINAL FILED IN

FD-253 (Rev. 11-20-62)

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of $10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of $10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA WILLIAM S. TAVEL	3/5/63	SOG - FILES & COMMUNICATIONS

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
PHYLLIS E. TAVEL	WIFE

Address [redacted], McLEAN VA.

b6
b7C

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
EMILIE B. TAVEL	SISTER

Address [redacted] BOSTON (15) MASS.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing $1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
PHYLLIS E. TAVEL	WIFE

Address [redacted] McLEAN, VA.

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
EMILIE B. TAVEL	SISTER

Address [redacted] BOSTON, (15) MASS.

Very truly yours,

William S. Tavel
Special Agent

Registered
Special Agents Insurance Fund
MAR 1963
J. Edgar Hoover, Director

3-mbr

April 9, 1963

~~PERSONAL~~

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Tavel:

It is with considerable pleasure that I advise you that your services for the period April 1, 1962, to March 31, 1963, have merited an Outstanding performance rating. This rating has been approved by the Efficiency Awards Committee of the Department and you may retain the enclosed copy.

In recognition of your exceptional performance, I have approved an incentive award for you in the amount of $500.00 and the enclosed check for $410.00 represents this award less withholding tax. I do not want the occasion to pass without advising you of my deep appreciation for your dedication and devotion to the work of the Bureau.

Sincerely,
J. Edgar Hoover

MAILED 25
APR 9 - 1963
COMM-FBI

REC-131

Enclosures (2)

1 - Miss Usilton (Sent Direct)

LRH:bjb
(4)

Award #1044-63
NOTE: Salutation per Reading Room.

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

APR 9 11 27 AM '63
FBI

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

MAR 2 5 1963

6/25/62

I certify that I have received the following Government property for official use:
~~returned~~

D. C. Official Parking Permit, expires June 30, 1963
(green)

RETURNED:

D. C. Official Parking Permit, expires June 30, 1962
(pink)

old card
not rtd to property
ej

FILE
3-M

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ~~ANY WAY.~~

67 NOT RECORDED
9 APR 2 1963

Very truly yours,

(Written Signature) William S. Tavel

(Typed Signature) W. S. Tavel

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. MOHR

DATE: March 20, 1963

FROM : W. S. TAVEL

SUBJECT: EDMUND L. McNAMARA
Former Special Agent
EOD 12-9-46; Resigned 4-13-62
PRESENTLY COMMISSIONER OF POLICE
BOSTON, MASSACHUSETTS

I just received information from my sister, Emilie Tavel, who is a reporter for the "Christian Science Monitor" in Boston, to the effect that McNamara, who was appointed Commissioner of Police in Boston after having resigned from the Bureau on 4-13-62, has been subject to some criticism since it was discovered that a particular garage had been getting the majority of work from the police in connection with towing vehicles. Emilie stated that further checks have reflected that the owner of this garage had given a residence address which was the same as the residence address given by McNamara for approximately two years.

She pointed out that at this stage of the inquiry there is no definite indication that McNamara has done anything wrong but that the coincidence of the two residence addresses being the same certainly looks suspicious. She stated that hearings on the matter are scheduled in the immediate future and that she would advise me of the result of the hearings. Unfortunately, she did not furnish any more details concerning the name of the owner of the garage or the specific period during which the residence addresses coincided. She did, however, express considerable concern that if the hearings disclosed any improper activities on McNamara's part that it might reflect unfavorably on the Bureau in view of his former position as an agent.

REC-130 67-414527-133

It is suggested that the attached letter be sent to the SAC, Boston, requesting him to follow this matter closely.

2 MAR 22 1963

RECOMMENDATION:

That the attached letter be forwarded to the SAC, Boston.

Enc. sent 3-21-63
1-Mr. Casper
1-Mr. DeLoach
WST:jmr
(4)

MAR 26 1963

FD-281a (Rev. 7-9-62)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

March 18, 1963

I certify that I have ~~received~~ returned the following Government property for official use:

2 Grand Master Keys (Communications Section)

(returned per Memo 3-12-63)

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

67-NOT RECORDED
87 MAR 20 1963

Very truly yours,

File 3/18

(Signature) William S. Tavel

(Typed name) William S. Tavel

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. MOHR

DATE: February 25, 1963

FROM : W. S. TAVEL

SUBJECT: ACCIDENT INVOLVING PERSONALLY OWNED AUTOMOBILE

On 2-22-63 while returning in my personally owned car from a lumber yard, I had a slight accident. I had a sheet of plywood tied on top of the car and while I was coming along Eads Avenue in Arlington near Army-Navy Drive, the cord holding the plywood broke and the sheet of plywood fell from the car as I was moving along. The plywood struck a parked car belonging to W. B. Gallahan, [redacted] [redacted] Alexandria, Virginia, causing a slight two-inch dent in the right rear roof of the car and a dent in the right rear fender molding. Total damage should not exceed $25. The police were not called and I have notified my insurance company.

b6
b7C

Submitted for information.

2/25

WST:jmr
(2)

FEB 27 1963

REC-137

67-315528-285

Searched ____ Indexed ____ Filed ____

1 FEB 28 1963

Standard Form 50—Rev. Dec. 1961
U.S. Civil Service Commission
FPM R-1

NOTIFICATION OF PERSONNEL ACTION

(For agency use)

1. NAME (CAPS) LAST—FIRST—MIDDLE MR.—MISS—MRS.	2. (For agency use)	3. BIRTH DATE (Mo., Day, Year)	4. SOCIAL SECURITY NO.
TAVEL, WILLIAM B. (MR.)	12100	7-12-15	044-00-3374

5. VETERAN PREFERENCE	6. TENURE GROUP	7. SERVICE COMP. DATE	8. PHYSICAL HANDICAP CODE
1 (1—NO, 2—5 PT., 3—10 PT. DISAB., 4—10 PT. COMP., 5—10 PT. OTHER)			

9. FEGLI	10. RETIREMENT	11. (For CSC use)
1—COVERED 2—INELIGIBLE 3—WAIVED	1—CS 2—FICA 3—FS 4—NONE 5—OTHER	

12. NATURE OF ACTION	13. EFFECTIVE DATE (Mo., Day, Year)	14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
CODE PROMOTION	1-7-63	EXCEPTED BY LAW

15. FROM: POSITION TITLE AND NUMBER	16. PAY PLAN AND OCCUPATION CODE	17. GRADE OR LEVEL	18. SALARY
Assistant Director 110		GS 16	$17,500 per annum

19. NAME AND LOCATION OF EMPLOYING OFFICE

20. TO: POSITION TITLE AND NUMBER	21. PAY PLAN AND OCCUPATION CODE	22. GRADE OR LEVEL	23. SALARY
Assistant Director 110		GS 17	$18,500 per annum

24. NAME AND LOCATION OF EMPLOYING OFFICE

25. DUTY STATION (City—county—State)	26. LOCATION CODE

27. APPROPRIATION	28. POSITION OCCUPIED	29. APPORTIONED POSITION
S. & E., FBI	1—COMPETITIVE SERVICE; 2—EXCEPTED SERVICE: 2	FROM: TO: STATE; 1—PROVED-1 2—WAIVED-2

30. REMARKS: [ ] A. SUBJECT TO COMPLETION OF 1 YEAR PROBATIONARY (OR TRIAL) PERIOD COMMENCING _____

[ ] B. SERVICE COUNTING TOWARD CAREER (OR PERMANENT) TENURE FROM: _____

SEPARATIONS: SHOW REASONS BELOW, AS REQUIRED. CHECK IF APPLICABLE: [ ] C. DURING PROBATION [ ] D. FROM APPOINTMENT OF 6 MONTHS OR LESS

Basis for this position is Section 505(c) of the Classification Act of 1949 as amended.

This promotion is temporary and will remain in effect only for the duration of present assignment.

RECORDED JAN 16 1963

31. DATE OF APPOINTMENT AFFIDAVIT (Accessions only)	34. SIGNATURE (Or other authentication) AND TITLE
32. OFFICE MAINTAINING PERSONNEL FOLDER (If different from employing office)	J. Ed. Hoover Director
33. CODE DJ 02 EMPLOYING DEPARTMENT OR AGENCY FEDERAL BUREAU OF INVESTIGATION WASHINGTON 25, D. C.	35. DATE 1-7-63

4. PERSONNEL FOLDER COPY

January 7, 1963

PERSONAL

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

I am indeed pleased to advise you of your promotion to the position of Assistant Director, $18,500 per annum in Grade GS 17, effective this date.

For your information, this promotion is temporary and will remain in effect only for the duration of your present assignment.

Sincerely yours,

J. Edgar Hoover

JAN 7 1963
RECORD-READING ROOM
FBI

1 - Miss Usilton

1 - Movement

1 - Mrs. Axtell

mff
(5)

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TOLSON

DATE: 1/4/63

FROM : J. P. MOHR

SUBJECT: WILLIAM S. TAVEL
Assistant Director
Files and Communications Division
EOD 9/8/41
GS-16, $17,500

The purpose of this memorandum is to recommend that Assistant Director William S. Tavel, Files and Communications Division, be considered for promotion from GS-16 to GS-17 at this time. Assistant Director Tavel is the only Assistant Director in Grade GS-16, all of the others being in GS-17 or GS-18. Additionally, his Number One Man, Frank W. Waikart, is also in Grade GS-16.

Mr. Tavel was placed in Grade GS-16 on 9/25/58, at which time he was occupying the position of Personnel Officer in the Administrative Division. He, thereafter, served very capably as my Number One Man from January, 1960, until he was designated Assistant Director, Files and Communications Division, on 2/10/61, to be effective 3/3/61. The Director saw Mr. Tavel on 2/10/61 when he called to express his appreciation to the Director for his designation as Assistant Director. The Director previously saw Mr. Tavel in January, 1960, at which time he stated Mr. Tavel was a very substantial, well-appearing Agent who seemed to be intensely interested in his assignment and the Director rated him above average.

During inspection of the Files and Communications Division in August, 1962, the Inspector stated Mr. Tavel made a substantial appearance, possessed a pleasant personality, was an experienced employee who was loyal to the Director, and was firm and fair in his dealing with personnel. The Division was rated as follows: Physical Condition and Maintenance, Division Operations and Contacts - Very Good; Administrative Operations and Personnel Matters - Good. Mr. Tavel has been commended on three occasions since taking over as Assistant Director and his one censure during that period was for assigning an Agent to the New York Office as his first office of assignment, which action Mr. Tavel had taken prior to becoming Assistant Director.

67-315528-284

Searched _____ Numbered _____

REC-146

RECOMMENDATION:

That Assistant Director William S. Tavel be promoted from Grade GS-16 to Grade GS-17 at this time.

PERMANENT BRIEF ATTACHED

WSH:hif
(2)

WILLIAM SAXBY TAVEL

January 7, 1963

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Gale
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Miss Holmes
Miss Gandy

Dear Mr. Hoover:

I just received your letter advising me of my promotion to grade GS-17, and I can only say that I am deeply grateful and that it came as a very pleasant and complete surprise. I would have asked to see you personally to express my appreciation but knowing that this is one of your busiest times of the year with Congress reconvening and budget material to review, I did not want to add to your already overloaded schedule.

I know that such a promotion could not have been made without your personal approval, and therefore feel that it is a challenge to me to live up to the confidence you have thus expressed. This confidence means more to me than the actual money involved and you can be sure that I will devote every ability at my command to serving you and the Bureau in such a way as to deserve it.

Sincerely,

no reply

Saxby Tavel

Saxby Tavel

Mr. J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

REC-131 215528-283

6 JAN 9 1963

JAN 11 1963

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

7-10-62

I certify that I have received the following Government property for official use:

~~RETURNED~~

Key to Room 1524 3rd

RETURNED

Key to Room 1522 3rd

FILE
3-M

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

67-NOT RECORDED
3 JAN 3 1963

Very truly yours,

(Written Signature) W. S. Tavel

(Typed Signature) W. S. Tavel

(Field Office or Division) Files and Communications Div.

(Date) 11/28/62

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

In continuing my employment in the Federal Bureau of Investigation, United States Department of Justice, I hereby agree that I will be governed by the following provisions.

1. That the strictly confidential character of any and all information secured by me or coming to my attention in connection, directly or indirectly, with my work as an employee of this Bureau, or the work of other employees of which I may become cognizant, is fully understood by me; and that neither during my tenure of service with the Federal Bureau of Investigation, nor at any time, will I violate this confidence nor will I divulge any information of any kind or character whatsoever that may become known to me to persons not officially entitled thereto, recognizing applicability to me of penalty provisions in case of any violation by me.

2. That information referred to in Item 1 above includes but is by no means limited to information in the interests of the defense of the United States marked "Top Secret," "Secret," or "Confidential," and that Department of Justice regulations provide specifically for penalty applicable to me for any violation of Executive Order 10501, the basic authority for safeguarding such information, as follows: "Any officer or employee who violates any provision of Executive Order No. 10501, as amended, or of these regulations shall be subject to appropriate disciplinary action. Prompt and stringent administrative action shall be taken against any officer or employee determined to have been knowingly responsible for any release or disclosure of classified defense information or material except in the manner authorized by these regulations. Whenever a violation of criminal statutes may be involved in a deliberate unauthorized release or disclosure of classified defense information, criminal prosecution, in an appropriate case, shall also be instituted."

I further certify that the conditions specified herein are agreeable to me, and that I continue as an employee of the Federal Bureau of Investigation with a full knowledge of the conditions above set forth.

Very truly yours,

William A. Tavel

(Signature and Title of Position)

Assistant Director

3 pac

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. MOHR

DATE: November 19, 1962

FROM : W. S. TAVEL

SUBJECT: PARKING VIOLATION

On Friday, November 16, about 4 P.M., I parked on Massachusetts Avenue near 18th Street while having my eyes examined. I placed a dime in the meter, good for 2 hours, and when I returned about 5:30 P.M. found that the car had been towed away and impounded. I then observed a sign some distance to the rear of where the car had been parked indicating no standing from 4 to 6:30. I had not observed this sign when I parked. I paid the necessary $20 fee to have the car released.

Submitted for information.

ST 11/19

WST:jmr
(2)

REC-135 67-215528-281
Searched
1 NOV 20 1962

4 NOV 23 1962

FD-253 (Rev. 5-15-62)

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

SEP 28 1962

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA WILLIAM S. TAVEL
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith **(by Check - Money Order)** the sum of $10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of $10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name (primary beneficiary)	Relationship	Date
PHYLLIS E. TAVEL	WIFE	9/7/62
Address 4117 WOODACRE DRIVE, McLEAN, VA.		
Name (contingent beneficiary, if desired)	Relationship	Date
EMILIE B. TAVEL	SISTER	9/7/62
Addres [redacted]	BOSTON (15) MASS.	

b6
b7C

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing $1500 death benefit to beneficiary of **agents killed in the line of duty, other than travel accidents.**

Name (primary beneficiary)	Relationship	Date
PHYLLIS E. TAVEL	WIFE	9/7/62
Address 4117 WOODACRE DRIVE, McLEAN, VA.		
Name (contingent beneficiary, if desired)	Relationship	Date
EMILIE B. TAVEL	SISTER	9/7/62
Addre [redacted]	BOSTON (15) MASS.	

Very truly yours,

William S. Tavel
Special Agent

3-mmd

1. Agency and organizational designations	2. Payroll period	3. Block No.	4. Slip No.
DDI			

5. Employee's name (and social security account number when appropriate)	6. Grade and salary
012100 MR. WILLIAM D. TAVIL Assistant Director	GS 16 $17,500

PAYROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F. I. C. A.	STATE TAX	GROUP LIFE INS.	HEALTH BENEFITS		NET PAY
7. Previous normal													
8. New normal													
9. Pay this period													

10. Remarks:

Work is of an acceptable level of competence.

11. Appropriation(s)

12. Prepared by

13. Audited by

☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase

14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate
10-14-02	10-1-01	$17,000	$17,500

18. Performance rating is satisfactory or better.

J. R. Moore

(Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):

Period(s):

☒ No excess LWOP ☐ Total excess LWOP

(Check applicable box in case of excess LWOP)

☐ In pay status at end of waiting period.

☐ In LWOP status at end of waiting period.

mbh (Initials of Clerk)

STANDARD FORM NO. 1126
6 GAO 8000 1126-109

01 OCT 30 1902

PAYROLL CHANGE SLIP—PERSONNEL COPY

September 18, 1962

~~PERSONAL ATTENTION~~

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

The results of the recent inspection of the Files and Communications Division have been reviewed and the various operations of your Division are rated as follows: Physical Condition and Maintenance, Division Operations, and Contacts - Very Good; Administrative Operations and Personnel Matters - Good.

The space occupied by your Division, although limited and noncontiguous, was found to be adequate and satisfactorily arranged. While it is noted you had requested certain improvements, the housekeeping delinquencies called to your attention by the Inspector must be corrected promptly. You should emphasize to personnel the need for good housekeeping habits in the new space you are acquiring. The security of your space is considered satisfactory; however, you must insure that these procedures are in no way lessened but, instead, all employees should be made constantly aware of their security responsibilities. Further, insure that the delinquencies found in vehicles examined are promptly corrected.

I was pleased to note that you are experiencing no delinquency in handling pending work despite an increase in work load without a corresponding increase in employees. Make sure this important phase of your work continues to receive effective attention. It is also encouraging to know that the several projects aimed at improving efficiency of operation and recovering records storage space are being given adequate study. Follow these rehabilitation programs closely in order that the greatest benefits will be derived from them.

PHS:ejw
(9)

1 - Mr. Callahan (Attn: Mr. C. R. Davidson) (enclosure)
1 - Inspection file of Files and Communications Division
1 - Personnel file of Assistant Director William S. Tavel
1 - Personnel file of No. 1 Man, Frank W. Waikart
1 - Personnel file of Section Chief Lester E. Short

(See note last page)

DUPLICATE YELLOW

Mr. William S. Tavel

Although agent and clerical supervision is considered efficient and effective in general, I am most concerned that a clerical supervisor failed to insure the proper use and availability of sign-in registers for employees reporting for duty. You should bring this matter to the attention of all supervisory personnel so that such faulty administration will not recur.

The Inspector found that the work of the Division was fairly and equitably distributed and that present production levels are generally higher than a year ago. Continue to give personal direction to proper training and on-the-job assistance to production employees handling new duties so that a maximum of error-free work will be realized as rapidly as possible.

It is encouraging to learn that file requests by all Divisions are being handled promptly and that no bottlenecks exist to interfere with the efficient flow of regular and expedite mail. This speaks well of the quality of attention being given these important functions.

I have noted that your present personnel quota is considered adequate at this time and that this quota is one less than the quota set in 1961. Re-evaluate personnel requirements periodically to make certain the Bureau's responsibilities are being efficiently and economically discharged. The personnel turnover for the period May through July, 1962, was slightly higher than the turnover of the previous year. Every available means should be exercised to reverse this undesirable trend.

I was particularly disturbed that it was necessary to drop from the rolls two clerical employees who became involved in a street altercation with the result that one employee was hospitalized. This condition necessitates that you emphasize on a continuing basis thorough indoctrination of employees so that personnel incidents and the resultant administrative actions are reduced to an absolute minimum.

While there was a noticeable decline during fiscal year 1962 in the number of suggestions submitted by your Division, quality has remained good as evidenced by the number adopted. This speaks well of the interest of your employees in improving the efficiency of Bureau operations, but you must strive to increase the quantity as well as the quality of such suggestions. The extent of participation in recreational activities, in the Incentive Awards Program, and in the contributions to "The Investigator" is indicative of the very good morale of the employees of your Division.

Mr. William S. Tavel

Odd-hour shifts were determined to be justified and employees involved were found to be productively engaged and mindful of security regulations. You should, however, analyze periodically the need for such shifts in order to hold them to an irreducible minimum.

The development of contacts who can be of assistance to your Division in improving records management is an important phase of our operations and must always receive close attention.

The matters brought to your attention in the work papers left with you by the Inspector and as set forth in the inspection report and in this letter should be carefully reviewed by you and the Number One Man. You should inform the Training and Inspection Division promptly concerning actions taken by you to correct the delinquencies noted during the inspection.

Sincerely yours,

John Edgar Hoover
Director

NOTE: Based on memo J. F. Malone to Mr. Mohr, 9/17/62, re: "Inspection - Files and Communications Division, Inspector Paul H. Stoddard, 8/20-9/7/62," PHS:ejw.

Mr. Mohr September 17, 1962

J. F. Malone

INSPECTION - FILES AND COMMUNICATIONS DIVISION
INSPECTOR PAUL H. STODDARD
AUGUST 20 - SEPTEMBER 7, 1962

SYNOPSIS

Officials: Assistant Director William S. Tavel, in charge since 3/3/61. Frank W. Walkart, No. 1 Man since 1/28/59. Lester E. Short, Chief of Records Branch since 7/19/60. Last inspection 9/18 - 10/6/61.

Physical Condition and Maintenance - Very Good. (Last inspection - Good.) Space noncontiguous in two buildings. Maintenance of space in Identification Building basement much improved since last inspection. Division presently exchanging small amount of 7th Floor, Justice Building, space with Laboratory Division. Housekeeping delinquencies found - ordered corrected. Division in contact with General Services Administration to paint space. Several automotive delinquencies detected - instructed to correct. Security of space satisfactory - close supervision of security procedures stressed.

Division Operations - Very Good. (Last inspection - Very Good.) Volume of work up and number of employees down since last inspection. No delinquency in pending work during survey period. Adequate attention being given records rehabilitation projects. Surveys made concerning file deliveries and mail flow - found efficient. Savings made in communications accomplished through Wide Area Telephone System in field and through suggestions - economy continued to be stressed. Division commended 3/1/62 by Director for remarkably fine record in accomplishments.

Administrative Operations - Good. (Last inspection - Very Good.) Agent supervisory duties equitably shared and supervision effective. Clerical supervision efficient, except in Communications Section where sign-in registers were improperly handled and were unavailable to arriving clerical employees on odd-hour shifts (administrative action handled separately). Work fairly distributed and production levels for July, 1962, equal to or higher than a year ago. Increase of error incidence in work produced due to inexperienced employees. Expedite mail handled promptly. Misfiling of index cards, abstracts and form errors in files surveyed - very low. Abstracts (.024%) lost or misplaced, during last ten years, being pursued through abstract review program. Odd-hour shifts- justified.

Enclosure
1 - Personnel file of Assistant Director William S. Tavel
1 - Personnel file of No. 1 Man, Frank W. Walkart
1 - Personnel file of Section Chief Lester E. Short
1 - Mr. Callahan (Attn: Mr. C. R. Davidson) (sent separately)

PHS:ejw
(8)

Memo to Mr. Mohr
Re: Inspection - Files and Communications Division

Personnel Matters - Good. (Last inspection - Very Good.) Personnel complement and quota adequate - not excessive. All personnel productively engaged. Turnover up slightly. During inspection 2 clerical employees dropped from roles due to misconduct. Continued emphasis made in effort to reduce disciplinary actions. Training and conferences - satisfactory. Morale very good. Voluntary overtime of agents satisfactory. No agents overweight. One agent on limited duty - justified. Promotional matters receiving proper attention. Incentive Awards Program and beneficial services being stressed. Number of suggestions down during fiscal 1962, but quality good. Division funds in balance and properly supervised.

Contacts - Very Good. (Last inspection - Very Good.) Several established contacts consulted by Division and ten new contacts of value developed by Assistant Director since last inspection. Contacts of continuing value being listed in Seat of Government contact box. Liaison with commercial and Governmental agencies being maintained.

RECOMMENDATIONS: (1) Assistant Director William S. Tavel, GS-16 @ $15,775, nonveteran, not on probation, Files and Communications Division since 3/3/61. Mr. Tavel makes a substantial personal appearance, possesses a pleasant personality, is an experienced employee and loyal to the Director. He has familiarized himself with responsibilities of the Division, is fair, and firm in his dealing with personnel. Was commended by Director, 3/1/62, for remarkably fine record. Recommend he be continued as Assistant Director of Files and Communications Division. If approved, attached letter summarizing inspection findings should be forwarded.

(2) Frank W. Waikart, No. 1 Man, GS-16 @ $15,515, nonveteran, not on probation. Mr. Waikart makes an excellent appearance, has a friendly personality, is a dedicated and loyal employee. He is respected by employees and is an able associate to Assistant Director. Recommend he be continued in present position.

(3) Lester E. Short, Chief of Records Branch, GS-15 @ $14,705, on limited duty since 2/26/60 for heart condition; however, because of his many years of experience and ability in records management, has been approved by Director to remain in present assignment. He is a dedicated, conscientious and loyal employee. He is well regarded by employees and has continued to function properly as Chief of Records Branch. Recommend he remain in present assignment.

DETAILS

PHYSICAL CONDITION AND MAINTENANCE. . . . . VERY GOOD

Space is noncontiguous and is located in Justice and Identification Buildings. Space available to Division is adequate under present conditions and best possible arrangement of it has been realized. Space in the Identification Building basement is much improved since last inspection. The Division is in the process of exchanging a small amount of the 7th Floor space in the Justice Building for a nearly equal amount of contiguous space now occupied by the Laboratory Division.

The Division presently has many requests for equipment and painting with General Services Administration and is following properly. General housekeeping delinquencies found were ordered corrected; many have been corrected and others are to be handled promptly. Security of space checked during and after regular hours on staggered basis and was considered to be satisfactory; close supervision of security procedures stressed. Confidential trash being handled properly. Vehicles operated by Division found clean and in safe condition; however, several automotive delinquencies were detected and Division instructed to bring them to attention of Administrative Division for handling.

DIVISION OPERATIONS. . . . . VERY GOOD

Volume of work up, and number of employees down one since last inspection. No delinquency in pending work during survey period, 8/22-29/62. Delinquency determined on basis of number of pieces of mail over a pre-determined figure (maximum work backlog) for each unit. Maximum work backlog standards realistic and workable. Daily Work Reports effective in delinquency control. Surveys conducted revealed file delivery and mail flow are being efficiently handled.

Numerous records rehabilitation projects being given attention as availability of personnel permits. Current projects consist of purging of index, destruction of serial copies, adding information to index cards, destruction of Selective Service files, purging of Bureau applicant files, microfilming of records, checking for misfiles in indices and abstracts. Concrete results have been realized in all projects. Accomplishments include handling increased work with fewer employees; recovery of space and cabinets through purge programs; and saving of approximately $30,000 through suggestions, internal realignment, removal of unnecessary equipment at Seat of Government and in field and having field use more economical Wide Area Telephone Systems. Director commended Division officials for fine record of accomplishments achieved in 1961.

ADMINISTRATIVE OPERATIONS. . . . . GOOD

Supervision of work by agents equitably shared and effective. Agent and clerical supervisors fully conversant with duties. All are close to operations and in frequent contact with employees. Sign-in registers, however, in Communications Section found to be improperly handled and were unavailable to arriving clerical employees on odd-hour shifts. (handled separately) Other registers, time and attendance and leave records being properly maintained. Work of the Division fairly distributed. Production levels for July, 1962, are equal to or higher than a year ago. Production standards adequate, fairly applied and closely followed. Increase of error incidence in work produced due to inexperienced employees. Expedite mail being handled promptly.

Clerical errors low in filing of index cards (.23%, field 42%) and abstracts (28 in 9,000 or .31%). Form errors in files also low (.79%, field 4.78%). Abstract review program to be followed closely in view of recent indications that a number of abstracts (.024%), last ten years, may possibly be lost or misplaced. Odd-hour shifts justified, properly staffed and security regulations being observed. All personnel aware of the need for economy, and efforts to achieve economy being made through close supervision, constant analysis of work operations and suggestion program. Adequate attention being given to records filing, maintenance, and destruction and to reclamation of records storage space. Forms, inventory, tickler systems, and reproduction work satisfactory. Buplans current and workable.

PERSONNEL MATTERS. . . . . GOOD

Clerical personnel quota revised 4/12/62, effecting voluntary reduction of one employee over quota of 4/14/61. Present quota 1,212, adequate but not excessive. Present complement of 1,267 includes 58 summer employees. All employees productively engaged. Personnel turnover slightly higher May-July, 1962, (4.13%, 3.38%, 4.50%) over May-July, 1961, (3.97%, 3.86%, 2.99%). Clerks Robert Fry and Joseph Alsbrook, after drinking party, became involved in street altercation at which time Fry hospitalized from shovel blow. Both dropped from roles for misconduct. Continued emphasis made in effort to reduce disciplinary actions in Division. Training programs and conferences effective and adequate. 158 employees contacted - morale considered very good. Voluntary overtime of agent supervisors irregular, essential, productive and equitably shared. No agents rated below very good in dictation ability. No agents overweight. Section Chief Lester E. Short, Records Branch, on limited duty since January, 1960, due to heart condition, but continued in present assignment with Director's approval. All agents available when checked on 8/25, 27, and 30/62.

FBIRA membership 97.6% (last inspection 97%). Membership encouraged and many non-members are spouses of members. Investigator submissions since 10/6/61 totalled 55 with 26 actually being published or 47.2%, considered excellent. Employees familiar with Promotional Availability List and promotional opportunities. Supervisors constantly alert for candidates for advancement. Government employment policy bulletin posted and periodically discussed. Incentive Awards Program effective: 44 since 9/1/61, 87 commendations. Beneficial services being stressed. Suggestions submitted during fiscal year 1962 (82) down from fiscal year 1961 (121), however, quality good (30 adopted). 28 job descriptions checked, amendments recommended for one. Qualifications and driving ability of vehicle operators checked, no irregularities detected. Exit interviews being conducted properly. No abuse of rest period privileges found. Welfare and stamp funds audited and funds found in balance and being properly supervised.

CONTACTS. . . . . VERY GOOD

Several established contacts in the fields of data processing contacted by Division since last inspection. Tours afforded representatives of other agencies. Ten new contacts in field of communications developed by Assistant Director. Personal contacts in fields of communication, publishing, education, travel service, YMCA, and Navy maintained. Additional important contacts of continuing value are being listed in Seat of Government contact box in Crime Records Division. Liaison with commercial and Governmental agencies being maintained. Approximately 195 liaison contacts in fields of common interest are available to the Division.

WILLIAM SAXBY TAVEL

September 7, 1962

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. Callahan
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Malone
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Miss Holmes
Miss Gandy

Dear Mr. Hoover:

I just received your note, and it was most gracious and thoughtful of you to remember my Twenty-first Anniversary. I have always been proud to work for you and the Bureau, and I hope to celebrate many more anniversaries. You can be assured of my complete loyalty as long as I can be of service to our organization.

Sincerely,

Saxby Tavel

Saxby Tavel

REC-146

Honorable J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

67-215528-280
Searched Numbered
SEP 10 1962

SEP 12 1962

September 7, 1962

~~PERSONAL~~

Dear Mr. Tavel:

I note that you will be celebrating your Twenty-first Anniversary in the Bureau tomorrow and I did not want the day to pass without extending my congratulations to you. You have my best wishes for the occasion and I hope the Bureau will have the benefit of your services for many years to come.

With best regards,

Sincerely,

J. EDGAR HOOVER

SENT FROM D. O.
TIME 5:40 AM
DATE 9-7-62
BY [illegible]

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Anniversary 9/8 - Sat. [illegible] -279

JEH:edm (3)

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

19

MAIL ROOM ☐ TELETYPE UNIT ☐

FD-253 (Rev. 3-28-60)

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

WASHINGTON 25, D. C.

JUL 25 1962

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA WILLIAM S. TAVEL
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of $10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of $10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name	Relationship	Date
PHYLLIS E. TAVEL	WIFE	7/3/62

Address 4117 WOODACRE DRIVE McLEAN VA.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing $1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name	Relationship	Date
PHYLLIS E. TAVEL	WIFE	7/3/62

Address 4117 WOODACRE DRIVE, McLEAN, VA.

167-NOT RECORDED
4 AUG 28 1962

Very truly yours,

William S. Tavel

Special Agent

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. MALONE

DATE: June 13, 1962

FROM : W. S. TAVEL

SUBJECT: SEMIANNUAL FIELD INSPECTORS' CONFERENCE, JUNE 18 - 19, 1962

Inspection General

Reference is made to the Director's memorandum of 5-22-62 instructing the various Assistant Directors to submit an outline of items they care to discuss before the Semiannual Field Inspectors' Conference June 18 - 19, along with an indication of the amount of time desired.

The attached outline reflects the topics I will discuss and which, if I am unable to appear, Section Chief Lester E. Short will handle. It is anticipated that we will need fifteen minutes in order to cover the subject matter.

6/13

Enc.

WST:JMR
(3)

REC-142

JUL 26 1962

JUL 26 1962

REC-142

PERS

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. MOHR

DATE: June 26, 1962

FROM : W. S. TAVEL

SUBJECT: RICHARD W. LAWRENCE
Former Special Agent
EOD 6-2-41
Resigned 1-26-51
GS-13, $7800

On 6-25-62 former Special Agent Lawrence called me at the office long distance from Rochester, New York, where he stated he is working as a private investigator. He offered congratulations on my promotion to Assistant Director and inquired as to whether Mr. Baumgardner was still assigned at the Seat of Government. He also mentioned having seen former Special Agent Victor P. Keay recently and noted that Keay is now associated with The Wackenhut Corporation. I asked Lawrence whether he, Lawrence, had done any work for The Wackenhut Corporation and he stated no.

Lawrence reminded me that we had been assigned together in Brazil during the SIS program. He did not make any requests and I, frankly, do not know what the purpose of his call was. I have had no contact with Lawrence since he left the Bureau.

Lawrence resigned 1-26-51 to seek other employment. He applied for reinstatement with the Bureau 10-21-53 but was unfavorably recommended because of information developed during a neighborhood investigation in connection with his application for the position of Deputy Director of Security, Department of State, to the effect that he had been running around with a blond beauty shop operator. Lawrence was separated from his wife at the time.

REC-141 67-202040-201
Searched 44 Indexed 44

ACTION:

Submitted for information.

He also switched over & talked with me. He mentioned the same info. as furnished Mr. Tavel.

1-Mr. Baumgardner

WST:jmr
(3)

XEROX
JUL 2 1962

JUL 5 1962

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

5-31-62

I certify that I have ~~received~~ returned the following Government property for official use:

5 Grand Master Keys
613 through 617

File 3/a

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

INDEXED
8 JUN 4 1962

Very truly yours,

(Written Signature) W. S. Tavel

(Typed Signature) W. S. Tavel

CC-5a

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

March 15, 1962

I certify that I have received the following Government property for official use:
~~returned~~

21 - Grand Master Keys - Justice Bldg ✓
1 - Key Room 1522 - Justice Bldg ✓
2 - 6th Floor Keys - Justice Bldg ✓ ✓
6 - Record Branch Space Keys - Ident Bldg
3 - Sixth Floor Keys - Ident Bldg
3 - Grand Master Keys - Ident Bldg

not recorded in Ofc

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

Rull

Fil 3/20

Very truly yours,
William S. Tavel
William S. Tavel

Encl. memo S.E. Ebert to Mr. [illegible] (3-16-62)

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

3-12-62

I certify that I have received the following Government property for official use:
~~returned~~

Key to Room 5533
(tel-key cabinet - Communications Section)

132

FILE
3-M

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,
PER

(Written Signature) W. S. Travel

(Typed Signature) W. S. Travel

67-NO
2 APR 26 1962

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

4-6-62

I certify that I ~~have received~~ returned the following Government property for official use:

5 Grand Master Keys

618-622 - detached - ll

(used in Communications Section)

FILE
B-M

Very truly yours,

PER

(Written Signature) William S. Tavel

(Typed Signature) William S. Tavel

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

19

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

3-14-62

I certify that I have received the following Government property for official use:
~~returned~~

15 Grand Master Keys
numbers 591 through 595
613 through 622

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

PER

(Written Signature) W. S. Tavel

(Typed Signature) W. S. Tavel

19

FD-253 (Rev. 3-28-60)

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

WASHINGTON 25, D. C.
MAR 19 1962

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA WILLIAM S. TAVEL
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of $10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of $10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name	Relationship	Date
PHYLLIS E. TAVEL	WIFE	3/9/62

Address 4736 24th Rd. N. ARLINGTON, VA.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing $1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name	Relationship	Date
PHYLLIS E. TAVEL	WIFE	3/9/62

Address 4736 24th Rd. N. ARLINGTON, VA.

67-NOT RECORDED
7 APR 6 1962

Very truly yours,

William S. Tavel

Special Agent

FD-185 (Rev. 6-20-57)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: WILLIAM S. TAVEL

Where Assigned: FILES AND COMMUNICATIONS
(Division) (Section, Unit)

Official Position Title: ASSISTANT DIRECTOR

Rating Period: from 4-1-61 to 3-31-62

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's Initials

	Signature	Title	Date
Rated by:	J P Mohr	Assistant to the Director	4-2-62
Reviewed by:	Clyde Tolson	Associate Director	4-2-62
Rating Approved by:			

TYPE OF REPORT

(X) Official
(X) Annual

( ) Administrative
( ) 60-Day
( ) 90-Day
( ) Transfer
( ) Separation from Service
( ) Special

REC-140

67-
Searched
APR 10 2

278

7 APR 2 1962

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. DeLoach

DATE: 3-12-62

FROM : M. A. Jones

SUBJECT: MISS EMILIE TAVEL
THE CHRISTIAN SCIENCE MONITOR
ONE NORWAY STREET
BOSTON 15, MASSACHUSETTS

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

Captioned individual is the sister of Assistant Director W. S. Tavel, is on the Special Correspondents' List, and is a staff correspondent for "The Christian Science Monitor." She recently visited the Department and then called at your office. As a result, she prepared two articles, "FBI Finds Stir Among Vice Kings" and "Lawmen Pass The 'Ammunition,'" which appeared in the 2-27-62 issue of her newspaper as part of a series of articles on crime in the United States.

The first of these articles quoted the Director as describing the new antiracketeering laws as "valuable new tools" in fighting crime. It was pointed out that in spite of our population explosion, crime was increasing today 4 times faster than the population increase. The article quoted crime figures from Uniform Crime Reports and outlined ways in which the public could help law enforcement organizations crush organized vice and corruption.

67-215528-2

REC-136

Searched ____ Numbered ____

The second article mentioned above dealt with the necessity of the free exchange of information by the law enforcement agencies, noting that during a typical 12-month period, the FBI furnished 100,000, [illegible] items of information to local authorities resulting in the arrest of 2,570 individuals and the recovery of $1,614,679 in stolen property. The article noted that the FBI had already reported 32 cases to the Department under the new antiracketeering laws. It pointed out that these new laws against illegal gambling had resulted in a free flow of information from the Internal Revenue Service to the FBI. It mentioned the recent raid by the FBI on a gambling establishment at Reading, Pennsylvania, and noted another case in which the FBI made arrests in West Virginia in connection with a gambling ring. The article quoted "an FBI official" as stating that Mr. Hoover felt that having a relatively small number of Agents contributed to a more efficient organization. The article concluded that recently the Bureau had made "an outstanding contribution to local law enforcement" in Chicago by furnishing to local police data pertaining to the slaying

ORIGINAL FILED IN

Enclosure

1 - Mr. Tavel

REC- 101

24-8-22-152

13 MAR 21 1962

CJH:ear
(5)

MAIL ROOM

MAR 27 1962

XEROX

PERS. REC. UNIT

Re: MISS EMILIE TAVEL

of John Kilpatrick, President of the United Industrial Workers of America. The article went on to point out that if the evidence was sufficient for conviction, this would represent the first gangland killing solved in the Chicago area in 20 years.

It is noted that this same edition of "The Christian Science Monitor" contained a reprint of the Director's Introduction in the February issue of the FBI Law Enforcement Bulletin.

RECOMMENDATION:

That the attached letter of appreciation be sent to Miss Tavel.

I assume her name is on special mailing list
3/13

OK.

March 1, 1962

~~PERSONAL~~

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

You are certainly to be commended for the saving which has been effected in connection with our various telephone equipment and services. I know this is a result of your close supervision and determined efforts to cut the cost of operations and I am taking this opportunity to express my appreciation.

Sincerely yours,

1 - Miss Usilton (Sent Direct)

AFH
(4)

SENT FROM D. O.
TIME
DATE
BY

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

MAR 1 12 00 PM '62
REC'D-READING ROOM
F B I

FD-289 (3-28-56)

PAST SAFE DRIVING RECORD CERTIFICATION

TO BE FILLED IN BY OPERATOR

NAME OF OPERATOR (PRINT - LAST, FIRST, MIDDLE INITIAL): TAVEL, WILLIAM S.

DATE: 3/9/62

DIVISION AND SECTION ASSIGNED: FILES & COMMUNICATIONS

POSITION TITLE: ASSISTANT DIRECTOR

THIS IS TO CERTIFY THAT I PRESENTLY [✓] HOLD [ ] DO NOT HOLD A VALID MOTOR VEHICLE OPERATOR'S PERMIT OR DRIVER'S LICENSE.

PERMIT ISSUED BY: (STATE, TERRITORY POSSESSION, DISTRICT) VIRGINIA

PERMIT NUMBER: 2G-7872

PERMIT EXPIRES: 7/31/62

THIS IS AN UNRESTRICTED ~~(RESTRICTED)~~ PERMIT. (IF RESTRICTED, EXPLAIN BELOW)
(STRIKE OUT ONE)

THIS FURTHER CERTIFIES THAT DURING THE PAST THREE YEARS I HAVE DRIVEN A MOTOR VEHICLE (GOVERNMENT OR PERSONALLY OWNED) APPROXIMATELY 30,000 MILES. DURING THIS TIME (A) I [ ] HAVE [✓] HAVE NOT RECEIVED A TRAFFIC VIOLATION TICKET; (B) I [ ] HAVE [✓] HAVE NOT BEEN HELD AT FAULT* AS THE DRIVER OF A MOTOR VEHICLE INVOLVED IN A TRAFFIC ACCIDENT. IF AFFIRMATIVE ANSWER, PLEASE EXPLAIN IN ADJACENT SPACE GIVING NUMBER AND DATES OF OFFENSES.

In Dec 1960 I rec'd accident on Washington Memorial Parkway at Exit of National Airport in which other driver struck rear of my personally owned car. No police investigation or report. Insurance Co. paid claim but I did not concede liability.

* "AT FAULT" MEANS ANY CASE IN WHICH RESPONSIBILITY IS CONCEDED BY EMPLOYEE OR HIS INSURANCE COMPANY OR LIABILITY IS FIXED BY DULY CONSTITUTED AUTHORITY.

William S. Tavel
SIGNATURE OF OPERATOR

TO BE FILLED IN BY REVIEWING OFFICIAL

NAME OF REVIEWING OFFICIAL (PRINT - LAST, FIRST, MIDDLE INITIAL): McCOY, EARL WILLIAM

POSITION TITLE: SA

DATE: 3/12/62

THE PERSONNEL FILE OF THIS EMPLOYEE HAS BEEN REVIEWED AND REFLECTS THE FOLLOWING INFORMATION CONCERNING THE OPERATION OF A MOTOR VEHICLE ON OFFICIAL BUSINESS DURING THE PAST THREE YEARS:

[✓] CONTINUOUS SAFE DRIVING RECORD

[ ] INVOLVED IN TRAFFIC ACCIDENT AND FOUND AT FAULT **

I CERTIFY THAT THIS EMPLOYEE IS:

[✓] QUALIFIED ON THE BASIS OF HIS SAFE DRIVING RECORD TO OPERATE MOTOR VEHICLES ON OFFICIAL BUSINESS.

[ ] NOT QUALIFIED AND MUST DEMONSTRATE HIS QUALIFICATIONS BY SATISFACTORILY PASSING A ROAD TEST EXAMINATION BEFORE OPERATING A MOTOR VEHICLE ON OFFICIAL BUSINESS.

REMARKS:

134
67-NOT RECORDED
3 MAR 15 1962

** "AT FAULT" MEANS ANY CASE IN WHICH THE BUREAU HAS TAKEN DISCIPLINARY ADMINISTRATIVE ACTION AGAINST THE EMPLOYEE.

Earl William McCoy
(SIGNATURE OF REVIEWING OFFICIAL)

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Tavel

DATE: 2/26/62

FROM L. E. Wherry, Jr.

SUBJECT: TELEPHONE ECONOMY
SEMIANNUAL DESK-TO-DESK SURVEY

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

WM. S. TAVEL

WM. S. TAVEL

The first of captioned Bureau-wide surveys for 1962 has been completed. Telephone equipment and services have been modified or removed from service at a saving of $3,006.20 per year in the field and $546.80 per year at the Seat of Government (SOG), a total yearly saving of $3,553.

I attribute most of the saving to FD-344, "Report of Telephone Equipment in Field Headquarters," which you had me devise for the field to execute and return to the Bureau in connection with this telephone survey. The FD-344 forced each office to take a good look at the details of its telephone installations and made each office aware of the cost of the various telephone services and equipment.

By contrast, in the two previous surveys, total yearly saving averaged $474.88 and $4.50 in the field and at the SOG, respectively.

In addition to these direct savings, the SOG restricted telephone instruments to intraoffice dialing only (outside calls cannot be dialed) as follows:

DIVISION	NUMBER TELEPHONES RESTRICTED
Training & Inspection	3
Administrative	3
General Investigative	1
Special Investigative	8

REC-132 67-162159-202
Recorded
MAR 12 1962

While these restrictions do not provide a direct saving, they prevent official telephones from being used for anything but official purposes. In addition to these savings, the Minneapolis Office has been ordered to replace a teletypewriter with a cheaper model at a yearly saving of $540 and this will be accomplished as soon as the local telephone company in Minneapolis can secure the cheaper machine.

An attachment to this memorandum shows the saving accomplished by the offices in the field and at the SOG.

RECOMMENDATION:

None. For record and ~~information~~ purposes.

ENCLOSURE

Suggest Tavel and Wherry be commended for good work.

Enclosure
1 - Mr. Callahan Attention Mr. Jackson (Sent Direct)
LEW:mrp

MAR 19 1962

MAR 20 1962

OFFICE	SAVING
Anchorage	$252.00
Atlanta	327.00
Boston	168.00
Chicago	126.00
Cincinnati	72.00
Denver	64.80
Detroit	169.20
Indianapolis	180.00
Jacksonville	30.00
Knoxville	21.00
Los Angeles	24.00
Miami	110.00
New York City	955.20
Norfolk	84.00
Philadelphia	181.80
San Francisco	48.00
Seattle	27.00
Tampa	166.20

DIVISION	
Mr. Belmont's Office	$146.40
Identification	25.20
Files & Communications	327.60
Crime Records	48.00

ENCLOSURE
7-162159-202

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : MR. MOHR

DATE: January 19, 1962

FROM : W. S. TAVEL

SUBJECT: ACCOMPLISHMENTS - 1961
FILES AND COMMUNICATIONS DIVISION

I feel strongly that success is measured not merely in terms of performing assigned tasks satisfactorily, but rather in the improvements which are made in all aspects of our operations contributing to increased efficiency and economy, better morale, and better service to other divisions; therefore, I thought the Director would be interested in the following brief synopsis of the improvements in the operations of the Files and Communications Division which I feel are significant:

MORE PRODUCTION WITH FEWER EMPLOYEES

The Records Branch produced 226,121 more units of work (including mail processing, name checks, and service requests) in 1961 than in 1960. This was accomplished with an average of 81 less employees and during the last three months of 1961 the Records Branch operated with 110 less employees than in 1960. In the Communications Section there were increases of 38% in teletype traffic, 16% in telephone calls, and 12% in code work during 1961 with no substantial increase in personnel. The Reading Room processed almost 5% more pieces of mail with 10% greater number of pages with no increase in personnel.

REDUCTION IN COSTS

A cost survey conducted in November, 1961, compared to a similar survey in 1959 reflected a reduction in cost per unit in almost all operations. This reduction in the cost of processing over a million name check forms which we expect to receive during the current fiscal year will amount to approximately $77,000. Similarly, the cost of processing Bureau mail during the same period will be reduced by over $71,000. The cost of most of our service functions has likewise been reduced despite the increased work resulting from new legislation and the relocation of the Domestic Intelligence Division in the Riddell Building and the Cryptanalysis-Translation Section of the Laboratory Division in the FBI Annex.

WST:jmr
(4)

REC-137

67-215524-274
Searched ____ Numbered ____
1 FEB 9 1962

33 XEROX
FEB 16 1962

(OVER)

Memorandum to Mr. Mohr from W. S. Tavel
Re: Accomplishments - 1961

MORALE

Our recreational program during 1961 included a wide variety of activities in which 6,038 employees participated. This was an increase in employee participation of almost 2,000 over 1960. During 1961 employees in the Division received 145 commendations and incentive awards compared to 102 in 1960. Forty-four per cent (44%) of the suggestions submitted by employees were adopted in 1961 contrasted with 37% in 1960, indicating a better quality of suggestions. We initiated a program of modernizing our rest areas, completing one with comfortable, up-to-date furniture in our Identification Building space.

EQUIPMENT AND OPERATIONS

Ten (10) forms used in this Division were eliminated and 45 were improved by revision. A survey by our Communications Section resulted in the adoption of Wide Area Telephone Service (a new leased line service offered by the telephone company) in 5 field offices, resulting in an average total monthly savings of over $500 in telephone costs. We installed Electrowriter machines between our Service Units located in the Justice and Identification Buildings on an experimental basis. These machines enable an employee writing on one machine to simultaneously reproduce the written word on another machine located in a different area. We have secured several automatic letter openers and improved tape-sealing machines to facilitate mail handling processes. We requested that compact station wagons (Ford Econolines) be purchased for use on the courier runs between the Justice and Riddell Buildings and these have proven to be much more economical than the larger carryalls previously utilized for courier runs. A new and improved information desk was installed in the Switchboard Unit incorporating revolving index trays to increase efficiency and improve the appearance of this operation.

REHABILITATION WORK

Through several rehabilitation programs, such as copy destruction, microfilming, and index card purging, we have been able to purge our records of a large volume of obsolete material, thus regaining the use of 1,627 file and card index drawers. This involves a savings of equipment valued at approximately $15,000 and it recoups the use of over 1,000 square feet of needed floor space. We have added identifying data to 137,096 index cards and the effectiveness of this program of adding identifying information to index cards is exemplified by the fact that during 1961 we were

able to definitely state that there was no identical record on 78.7% of the approximately 1 1/2 million name check forms searched as compared to 75.9% "no records" in 1959 and 77.9% in 1960. By being able to eliminate a card through identifying data at the index we cut down proportionately the number of instances in which it is necessary to actually pull files to determine if references are identical; thus, even an increase of only a fraction of a per cent in the number of "no records" when applied to over a million name check forms saves unnecessary handling and processing on approximately 15,000 such forms.

While we are pleased that we have been able to make these improvements during 1961, we are equally determined that during the coming year we will devote even more thought and effort to streamlining operations, initiating new programs, and striving for increased economy, efficiency, and accuracy in our operations. We fully realize that if the Bureau is to progress we must never cease our search for ways to improve.

RECOMMENDATION:

For the Director's information.

JEH. V. 1/19

This is a remarkably fine record. Commend Tavel & his associates.

Done 1-24-62 JEH

MR. BRADY Lawrence W.
MR. MARSHALL John W
MR. GLOVER Charles B.
MISS KEPHART Eleanor M.
MR. OLIVER, J. Nelson
MR. WAIKART, Frank W.
MR. SHORT, Lester E.
MR. MCCOY, Earl William
MR. MEDLER, O. George, Jr.
MR. STULTZ, Norman F
MR. WHERRY, L.E.
MISS BROOKS, Evelyn V.
MR. CLEAVER, Frank
MRS. CONOVER, Eleanor
MRS. GENAU, Emily
MISS HAZZARD, Mary Rose
MRS. KOHL, Lenore
MR. KUHN, Daniel F.
MRS. MCGRATH, Virginia
MRS. MEAD, Margaret
MISS MURPHEY, Ruth Y.
MISS OESTERLEIN, Patricia
MR. RUNALDUE, Godfrey P.
MISS THOMASON, Florence E.
MRS. VENABLE, Marie
MRS. WALTER, Louise D
MISS WOLFE, Mary C.
MR. FRANK, A.C.
~~MILLER FACTOR~~ Mildred Foster
NANCY MOONEY
MARY ~~SARSON~~ Larson
MR. O'KEEFE John J.

January 24, 1962 [redacted]

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

I am taking this opportunity to commend you and, through you, the personnel of the Files and Communications Division for the noteworthy improvements made in the division during 1961.

This is a remarkably fine record which, I am sure, can be attributed to the unceasing efforts of all in initiating new programs and in striving for increased economy, efficiency and accuracy in the operations of the division. I am very impressed with the progress made and I want to commend you and your associates for your devoted services.

Sincerely yours,

J. Edgar Hoover

MAILED 2
JAN 24 1962
COMM-FBI

REC-131

67-[illegible] 275
Searched Indexed
1 FEB 9 1962

REC'D-READING ROOM
FBI
JAN 24 1 30 PM '62

1 - Miss Usilton (Sent Direct)

AFH
(4)

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

XEROX
FEB 14 1962

XEROX
FEB 15 1962

MAIL ROOM ☐ TELETYPE UNIT ☐

MR. BRADY Lawrence W.
MR. MARSHALL John W.
MR. GLOVER Charles B.
MISS KEPHART Eleanor M.
MR. OLIVER J. Nelson
MR. WAIKART Frank W.
MR. SHORT Lester E.
MR. MCCOY Earl William
MR. MEDLER O. George
MR. STULTZ Norman F.
MR. WHERRY L.E.
MISS BROOKS Evelyn V.
MR. CLEAVER Frank
MRS. CONOVER Eleanor
MRS. GENAU Emily
MISS HAZZARD Mary Rose
MRS. KOHL Benore
MR. KUHN Daniel F.
MRS. MCGRATH Virginia
MRS. MEAD Margaret
MISS MURPHEY Ruth V.
MISS OESTERLEIN Patricia
MR. RUNALDUE Godfrey P
MISS THOMASON Florence E.
MRS. VENABLE Marie
MRS. WALTER Louise D.
MISS WOLFE Mary C.
MR. FRANK A.C.
~~MILLIE FAUTON~~ Kosten, Mildred
NANCY MOONEY
~~MARY SARSON~~
MR. O'KEEFE John J.

XEROX
FEB 15 1962

67-215 528-274
WILLIAM SAXBY TAVEL
CHANGED TO
67-043-609
FILES AND COMMUNICATIONS DIVISION

28

2/28/62

FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : MR. MOHR

DATE: January 18, 1962

FROM : W. S. TAVEL

SUBJECT: EMILIE TAVEL
REPORTER
"CHRISTIAN SCIENCE MONITOR"
INTERVIEW WITH ATTORNEY GENERAL

On November 30, 1961, I advised you that my sister, Miss Emilie Tavel, a reporter with the "Christian Science Monitor" in Boston, had been asked by her paper to do a series of articles on crime and she had expressed an interest in securing an interview with the Director if possible. I recommended at that time, and the Director approved, that I advise Emilie that in view of his particularly busy schedule it would not be possible to arrange an interview with the Director but that Mr. DeLoach would be happy to talk to her and furnish her any available information which would be of assistance in connection with the series of articles she plans to write.

I have just received a card from Emilie advising she will arrive in Washington on Saturday, 1-20-62, and that she would appreciate seeing Mr. DeLoach during the following week if possible. I have already mentioned this to Mr. DeLoach and he will arrange to see her.

Emilie also mentioned that she had requested an interview with the Attorney General while in Washington and indicated on the card that Attorney General Kennedy had stated he would see her next week.

RECOMMENDATION:

Submitted for information.

REC-144 215524-223

REC-91 94-8-22-150

22 JAN 24 1962

1-Mr. DeLoach
1-Mr. Mohr
1-Mr. Jones
WST:jmr
(4)

CRIME RESEARCH
PERS. REC. UNIT

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : MR. MOHR

DATE: November 30, 1961

FROM : W. S. TAVEL

SUBJECT: EMILIE TAVEL
"CHRISTIAN SCIENCE MONITOR"
REQUEST FOR INTERVIEW WITH DIRECTOR

In a personal letter which I received yesterday from my sister, Miss Emilie Tavel, a reporter with the "Christian Science Monitor" in Boston, she mentioned that she may possibly be in Washington on business prior to Christmas since the paper had asked her to do a series of articles on crime and wanted her to secure an interview with the Director if possible. She wondered whether the Director ever granted such interviews and asked my advice as to whether I thought such an interview could be arranged.

In view of the particularly heavy schedule which the Director has during the coming weeks, I feel that I should explain to my sister his busy schedule and advise her that I do not feel such an interview could be arranged, but that I am sure Mr. DeLoach would be happy to talk to her and arrange to furnish her any available information which would be of assistance in connection with the series of articles on crime which she plans to write.

RECOMMENDATION:

That I advise my sister as set out above.

REC-147

67-355241-222
Searched ____ Numbered ____
3 DEC 15 1961

So advised by personal letter 12/4

11/30

1-Mr. Ingram
1-Mr. DeLoach
1-Mr. M. A. Jones
WST:jmr
(5)

REC-1

20 DEC 6 1961

EX-108

XEROX
DEC 13 1961

CRIME RESEARCH

4 DEC 19 1961

ORIGINAL FILED IN 94-8-22-148

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Mohr

DATE: 11/9/61

FROM : J. F. Malone

SUBJECT: APPEARANCE OF ASSISTANT DIRECTORS BEFORE IN-SERVICE CLASSES

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

The attached memorandum set forth dates on which Assistant Directors did not appear before In-Service Classes during the past 3 weeks. Mr. Tolson instructed that explanations be obtained as to why the Assistant Directors did not appear and the Director approved.

Set forth below is the explanation submitted by each Assistant Director with the dates on which he did not appear before the In-Service Classes:

MR. CALLAHAN, 10/16, 10/20, 11/2 and 11/3/61:

My failure to appear on the dates indicated is attributable to the need to afford my personal attention to official matters which I considered at the time to be of a more pressing nature. The seminar is conducted normally by me and representatives of this division consisting primarily of the Personnel Officer and the Section Chief of the Voucher-Statistical Section. The majority of the matters generally raised by the class concern travel and expense account problems.

MR. CONRAD, 10/20/61:

I am regularly scheduled for Laboratory Policy Seminar for all In-Service and New Agents' Classes and I handle this assignment personally when present. It is noted that on October 20, I was suffering from a very severe cold which, during the course of the day, developed into frequent coughing and almost complete loss of voice through hoarseness. Accordingly, being unable, because of this illness to appear before the class, I designated Laboratory Division Number One Man, Dr. Briggs J. White, to handle the Policy Seminar on that date.

MR. DeLOACH, 10/27/61:

The Director had approved my attending the National Executive Committee meetings of The American Legion in Indianapolis, Indiana, on the first three days of the week, October 23, 24 and 25, 1961. As a result, I had considerable

Enclosure
JKP:dlh
(3)

62-2-174

DEC 19 1961

PERS. REC. UNIT

work on my desk of an expedite nature which was absolutely necessary to handle without delay. My overtime for that particular week will attest to this fact. Furthermore, I had three appointments that particular morning in connection with people who were here from out of town to prepare articles for the FBI. Consequently, Inspector Kemper was assigned to handle the In-Service that particular morning. I try to lecture before all In-Services where it is humanly possible.

MR. EVANS, 10/27, 10/31 and 11/2/61:

I make it a practice to appear before In-Service and New Agents training classes personally whenever possible. With reference to my nonappearance on October 27 and 31 and November 2, I was in the Department at the times of these In-Service lectures meetings with the Executive Assistant to the Attorney General relative to "communist doctrine, tactics, strategy and objectives, instructions for high school and college students"; with Deputy Attorney General White as to cooperation in law enforcement and with Assistant Attorney General Miller concerning a personnel matter involving former Special Agent Jack Levine.

MR. ROSEN, 10/31 and 11/2/61:

With reference to not having appeared before In-Service Class on 10/31 and 11/2, I have checked and found that I was in the office. I am unable at this time to recall the reason for not attending. I will endeavor to make every effort to attend these scheduled lectures, which have been previously covered by me in the absence of the pressure of other matters.

MR. SULLIVAN, 10/23/61:

(Explanation furnished by Inspector Joseph A. Sizoo for Mr. Sullivan who is at Albuquerque on a speaking engagement.)

Mr. Sullivan had an appointment on 10/23/61 with Colonel Kintner of the Foreign Research Institute, University of Pennsylvania. The appointment had been made a week before and Mr. Sullivan was to meet Colonel Kintner at the Statler Hotel the morning of 10/23/61. Attempts were made to contact Colonel Kintner at the Statler but he had gone to the Treasury Department for appointments with Treasury officials. It was then necessary for Mr. Sullivan to proceed to the Statler and keep the appointment with Colonel Kintner. Inspector Sizoo substituted for him in handling the In-Service lecture.

Memo to Mr. Mohr
Re: APPEARANCE OF ASSISTANT DIRECTORS
BEFORE IN-SERVICE CLASSES

W.S.
MR. TAVEL, 11/2/61:

The time allotted to Files and Communications Division for appearance before In-Service classes is devoted to taking the class on a tour of our space in the Justice Building and explaining our operations on the spot, rather than classroom lecture. I make it a point to appear before each class to explain the purpose of the tour and encourage questions. On November 2, I recall that I had gone to our division's space in the Identification Building, where we have several hundred employees. I attempt to inspect this space several times a week, and on this occasion was detained due to a discussion with supervisory personnel of installation of new ventilation equipment in the room containing our lamination machine used for file repair, and several other matters pertaining to the work of the division. I was unable to return to the Justice Building until shortly after the In-Service class arrived for the tour, and Mr. Waikart, Number One Man of the Division, appeared before the class in my absence. I will insure in the future that I continue to appear before all In-Service classes, and afford such appearances top priority.

RECOMMENDATION:

For the information of the Director.

GRC

PMW

I consider it most important that the top executives appear before training classes unless some very substantial reason prevents it.

Hereafter, any failure of an asst Dir to appear as scheduled when he is in town should be reported by the Training Div with an explanation

11-9

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan ✓
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. Callahan DATE: 9-21-61

FROM : C. R. Davidson

SUBJECT: WILLIAM S. TAVEL
Assistant Director
Files and Communications Division
EOD 9-8-41
GS-16, $15,515

This is a brief summary of Mr. Tavel's record for the Director's use.

A review of his file reflects that he entered on duty on 9-8-41 as a Special Agent, is in grade GS-16, $15,515 per annum,,he is married and has 2 daughters. He was designated as Assistant Director of the Files and Communications Division on 2-10-61. He was last censured on 7-6-60 and the last commendation he received was on 12-12-60. On 3-31-61 Mr. Mohr rated him SATISFACTORY. It is noted he assumed duties as Assistant Director at the close of business 3-3-61.

On 2-10-61 the Director saw him and advised that Mr. Tavel called to express appreciation for being designated Assistant Director. The Director told him that he was assuming duties in which there was a real challenge as it was obvious the Files and Communications Division had not been operated with as firm a hand as it should be and it was his function to be thoroughly in touch with all its operations and to see all its personnel measured up to their individual responsiblities in their duties as well as in personal appearance.

His weight is within the desirable limits, he is completely available for general and special assignment and he exceeded the division daily average overtime 5 of the past 6 months.

On 9-8-61 the Director personally presented him with the Bureau's Twenty-Year Service Award Key. By letter dated 9-12-61 he thanked the Director for presenting his service award key and also thanked the Director and Mr. Tolson for coming to his reception. By letter dated 9-11-61 Mrs. Tavel expressed appreciation to the Director for making her husband's Twentieth Anniversary such a memorable experience.

On 9-18-61 an inspection of the Files and Communications Division commenced.

67-315 528-270
Searched ____ Numbered ____
8 OCT 31 1961

REC-146

FDH/jas (2)

PERMANENT BRIEF ATTACHED.

STANDARD FORM NO. 2803
6 GAO 5000
2803-103

APPLICATION TO MAKE DEPOSIT OR REDEPOSIT

CIVIL SERVICE RETIREMENT SYSTEM

TO AVOID DELAY IN PROCESSING: 1. Read carefully the information attached; 2. Typewrite or print in ink; 3. Complete Part A in full and have your employing agency complete Part B. If not Federally employed Part B need not be completed.

A. TO BE COMPLETED BY THE APPLICANT

1. (A) NAME (Last) (First) (Middle)
MR. MRS. MISS TAVEL WILLIAM SAXBY

2. LIST ALL OTHER NAMES YOU HAVE USED
.

3. DATE OF BIRTH (Month, day, year)
7/12/15

1. (B) ADDRESS (Number and street)
4736 24th Rd. N.

(City, zone number, and State)
ARLINGTON, VA.

4. (A) DEPARTMENT OR AGENCY IN WHICH PRESENTLY OR LAST EMPLOYED, INCLUDING BUREAU, BRANCH, OR DIVISION
FEDERAL BUREAU OF INVESTIGATION

4. (B) LOCATION OF EMPLOYMENT (City and State)
WASHINGTON D.C.

4. (C) TITLE OF LAST POSITION
ASSISTANT DIRECTOR

5. LIST BELOW IN CHRONOLOGICAL ORDER: (A) ALL "DEPOSIT" PERIODS OF SERVICE FROM AUGUST 1, 1920, DURING WHICH NO CIVIL SERVICE RETIREMENT DEDUCTIONS WERE WITHHELD FROM YOUR SALARY; AND (B) ALL "REDEPOSIT" SERVICE DURING WHICH RETIREMENT DEDUCTIONS WERE WITHHELD AND LATER REFUNDED TO YOU.

DEPARTMENT OR AGENCY, INCLUDING BUREAU, BRANCH, OR DIVISION WHERE EMPLOYED	LOCATION OF EMPLOYMENT (City and State)	TITLE OF POSITION	PERIODS OF SERVICE		CHECK WHETHER DEDUCTIONS WERE NOT WITHHELD OR WERE WITHHELD AND REFUNDED	
			BEGINNING DATE	ENDING DATE	NOT WITHHELD	WITHHELD AND REFUNDED
Justice Department	Washington, D. C.	Special Agent				
F.B.I.			11/16/42	2/8/47	X	

6. IF BOTH DEPOSIT AND REDEPOSIT PERIODS ARE LISTED ABOVE, CHECK ONE OF THE BOXES BELOW:
- [ ] I WISH TO PAY THE TOTAL AMOUNT OF THE DEPOSIT AND REDEPOSIT.
- [ ] I WISH TO PAY THE REDEPOSIT ONLY.

7. (A) ARE DEDUCTIONS FOR CIVIL SERVICE RETIREMENT NOW BEING WITHHELD FROM YOUR SALARY?
[X] YES [ ] NO

7. (B) IF YOUR ANSWER IS "NO" GIVE THE DATE OF SEPARATION FROM YOUR LAST POSITION UNDER THE CIVIL SERVICE RETIREMENT ACT.
DATE OF SEPARATION

I hereby certify that all statements in this application are true to the best of my knowledge and belief and that I intend to make full payment or begin installment payments of the amount due.

10/30/61
(DATE)

William S. Tavel
(SIGNATURE OF APPLICANT)

NOT RECORDED
NOV 7 1961

11-1-61 JRB

B. TO BE COMPLETED BY THE EMPLOYING AGENCY

INSTRUCTIONS TO THE AGENCY.—This application is not to be used as a means for verifying service for leave, retention, or other non-retirement purposes. The procedures for verifying service for non-retirement purposes or to establish creditability of service are contained in the Federal Personnel Manual.

The applicant should be informed that he must be prepared to pay the amount of the deposit or redeposit (or both) either in a lump sum or installments.

SCHEDULE 1.—From the Individual Retirement Record (S. F. 2806) enter in this schedule the period(s) of service for which retirement deductions remain to the employee's credit. Include any service since August 1, 1920, in other branches of your agency or in other agencies if such service is of record on S. F. 2806 in your possession. If it is more convenient than completing this schedule, a photo copy of the S. F. 2806 may be attached.

DEPARTMENT OR AGENCY, INCLUDING BUREAU, BRANCH, OR DIVISION WHERE EMPLOYED	LOCATION OF EMPLOYMENT (*City and State*)	PERIODS OF SERVICE	
		FROM—	TO—

SCHEDULE 2.—List in this schedule all service since August 1, 1920 (beginning with first period of service shown by the applicant in Item 5 of Part A) for which deductions were not withheld and for which an official record is in the agency. An official record includes S. F. 2806, official personnel folder, pay card, or any other official document which shows that the individual was employed. Note under "Remarks" any periods of leave without pay, the time actually worked if the employee was paid on a when-actually-employed or part-time basis, or any other similar information which would affect the amount of deductions owed to the retirement fund. Any non-deduction service which cannot be verified from official records should be listed and noted in the "Remarks" column as "Unverified."

NATURE OF ACTION (*Appt., pro., res., etc.*)	EFFECTIVE DATE	BASIC SALARY RATE	SALARY BASIS (*Per annum, per hour, WAE, etc.*)	REMARKS	BASIC SALARY ACTUALLY EARNED (*If available*)		
					FROM—	TO—	TOTAL EARNED

CERTIFICATION.—The entries in schedules 1 and 2 are based on official records of this agency and are correct. There is no official personnel or fiscal record in this agency of the additional service (if any) alleged by the employee and marked "Unverified" in Schedule 2.

Maurice F. Rou — Authorized Certifying Officer — 10/31/61

Maurice F. Rou (SIGNATURE) — (OFFICIAL TITLE) — (DATE)

October 25, 1961

~~PERSONAL~~

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

Permit me to express my personal appreciation for the support you gave the Bureau during the recent attacks leveled against us. I am certain the public will not be duped by such scurrilous charges; however, I do want to thank you for your expression of confidence. So long as we maintain our usual standards of performance, we need not apologize for baseless statements made with utter disregard for facts.

Sincerely yours,

JEH

REC-136

25 11 19 AM '61

NOTE: See Morrell to Mr. DeLoach memorandum, dated 10-24-61, entitled "Attacks on Jack Paar Show And In John Crosby Column," DCM:mlw. Mr. Tavel is Assistant Director of Files and Communications Division.

BS:js* (3)

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

MAILED 20
OCT 26 1961
COMM-FBI

MAIL ROOM ☐ TELETYPE UNIT ☐

October 19, 1961

Mr. John Hay Whitney
Editor-in-Chief
New York Herald Tribune
230 West 41st Street
New York 36, New York

Dear Mr. Whitney:

I was certainly surprised and shocked that the New York Herald Tribune, which I have read for many years, would publish such a diatribe as appeared in the column of John Crosby recently attacking Mr. J. Edgar Hoover. Certainly, there can be no doubt that Mr. Hoover has spent his entire career in fighting crime, which no one could say about Mr. Crosby. I have seldom read a more vicious personal attack or one which was based to a greater extent on ignorance of the facts.

I am sure that if anyone attempted to hold you responsible for all the sins and mistakes of journalists throughout the country, over whom you have no control, you would be as incensed as I am sure Mr. Hoover must be. To blame him for the rise in the crime rate is obviously stupid since this is based on many moral and economic factors over which he has no control.

I will be interested to see what action you take to prevent any such attacks in the future since, if the Tribune continues to print such misleading and inaccurate articles, it will destroy the faith of many of its readers and its reputation for responsible journalism.

Very truly yours,

/s/ William S. Tavel

ENCL.
(7-212 535-2671

Memo copy to Tavel 10-25-61 RWA:jo

DEWA

October 19, 1961

Brigadier General David Sarnoff
Radio Corporation of America
30 Rockefeller Plaza
New York, New York

Dear General Sarnoff:

I thought you would be interested in knowing that a number of my friends have expressed concern over the derogatory comments concerning the Federal Bureau of Investigation made recently on the Jack Paar show. Personally, I feel that such comments were uncalled for and were misleading and inaccurate.

I am sure that you do not want the facilities of the National Broadcasting Company used for the purpose of unjustly attacking our national leaders who have devoted their whole energies to protecting the interests of our nation. Certainly, such remarks not only undermine the confidence of the public in the FBI but for those who know the truth, they destroy their respect for the broadcasting company which permits such attacks to be put on the air. I do hope that you will use your influence to see that such vituperation is not permitted to emanate from the NBC network in the future.

Very truly yours,

/s/ William S. Tavel

mme
ack
ltr to Tavel
10-25-61
[illegible]

[illegible]

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Gallahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : MR. MOHR

DATE: October 23, 1961

FROM : W. S. TAVEL

SUBJECT: DR. PHILIP R. McFADDEN
EXAMINING PHYSICIAN
BETHESDA NAVAL MEDICAL CENTER
Bethesda, Md

Last week when I went to Bethesda for my annual physical, I met Dr. McFadden for the first time and he appears to be extremely friendly toward the Bureau. He commented that he had been very much interested in meeting the various agents, to observe that they are extremely high-caliber individuals and he felt, on the whole kept themselves in remarkably good physical condition.

REC-142 67-215528-268

Searched ..... Numbered .....
OCT 24 1961

He also was very enthusiastic concerning the tour of the Bureau which he had taken a few days before and which was conducted by SA William B. Hershey. Dr. McFadden stated that he was particularly impressed by the Laboratory and indicated that he had received the impression that the Bureau's whole operation was an extremely efficient one.

Obviously, SA Hershey did a good job of selling the Bureau on this tour and I feel that it will undoubtedly pay off in increased cooperation from the Doctor in those cases where our agents may need some special medical attention.

RECOMMENDATION:

Submitted for information.

1-Mr. Conrad
1-Personnel file of William B. Hershey

WST:jmr
(4)

8 MAR 23 1962

~~OCT 26 1961~~

47

October 11, 1961

~~PERSONAL ATTENTION~~

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

I have reviewed the results of the recent inspection of the Files and Communications Division, and, based upon the Inspector's findings, the various phases of operations are rated as follows: Physical Condition and Maintenance - Good; Pending Work, Administrative Operations, Personnel Matters and Contacts - Very Good.

It was ascertained that the space occupied by the Files and Communications Division is adequate and maximum use is being made of the areas assigned. The Inspector reports that housekeeping delinquencies have been called to your attention and those which have not been corrected should be remedied as quickly as possible. The space assigned to your Division is limited and noncontiguous. Therefore, it is incumbent upon you to pay particularly close attention to organization and maintenance of the areas under your control. In like manner you should insure that close security measures are afforded all phases of operations in the many areas occupied by your Division. You must continue to impress upon your supervisory employees the necessity for following good housekeeping procedures at all times.

YELLOW DUPLICATE
OCT 11 1961
MAILED

In reviewing pending work in your Division, the Inspector noted that production levels remained stable while the overall accuracy of records improved. While you are allowed three days to handle mail other than specials in your Division, you should continue to emphasize to your employees the necessity for handling all mail in the most expedient manner in order to avoid any delinquency. The

1 - Mr. Callahan (Attn: Mr. C. R. Davidson) (with enclosure)
1 - Personnel file of Mr. William S. Tavel
RKM:meh (5)
Based on memo J. F. Malone to Mr. Mohr, 10/10/61, re: Files & Communications Division Inspection, Insp. R. K. Moore, 9/18 - 10/6/61, RKM:meh.

projects currently under way in your Division for purging unnecessary and obsolete material from the General Index and files should be closely supervised to improve the efficiency of our filing system and cut down space requirements. This important phase of your work must receive continuous attention.

I have noted the work is fairly and equitably distributed and that present training programs are considered adequate. The assumption of additional responsibilities by your clerical supervisors in compliance with previous instructions was noted. A reduction in the number of misfiles in the General Index indicates the benefit of proper training of new employees.

I am pleased to note that you have effected a reduction of eight employees in the personnel quota of the Records Branch, and that the over-all quota of employees for your Division is considered adequate at this time. I also have noted that there has been a favorable reduction in the personnel turnover during the period of June through August, 1961, as compared with the same period last year. It was determined that information discussed in your supervisors' conferences is effectively channelized to clerical employees for their assistance and guidance. You should continue to periodically re-evaluate the personnel requirements in your Division to make certain the Bureau's responsibilities are effectively discharged.

The Inspector has advised me that the practice followed in your Division in processing Seat of Government memoranda is correct and any change in present procedure would result in delay in recording mail. You should, however, caution all employees to be alert to insure that appropriate action has been taken on memoranda before they are processed for filing.

It is encouraging to note the substantial number of submissions from your Division which were accepted for publication in "The Investigator." Increased participation by employees in FBIRA and other extracurricular activities has helped contribute to the high morale of your division.

Since the responsibility for transporting files now includes movement to and from the Riddell Building, it is incumbent upon you to use maximum security measures. This is of the utmost importance and you should not relax the supervision of this phase of your operations.

The quality of suggestions recently received from your Division has been demonstrated by the high percentage adopted, although the number submitted has noticeably declined. The participation of employees in this worthwhile program is an indication of their interest in the progress of the Bureau.

The supervisory structure of your Division is considered adequate and the administration of personnel was found to be effective. You must continue to provide the necessary leadership and guidance to your staff.

The employees on odd-hour shifts were found to be actively and productively engaged and security regulations were being enforced. However, you should continue to examine this phase of your operations closely and keep these shifts to a necessary minimum.

The liaison which you have established with commercial and governmental agencies concerning records management and communications should be further developed. You should pay particular attention to the possibilities of utilizing electronic and mechanical data processing in the Bureau's records system.

The improvements which have been called to my attention in the over-all functioning of the Files and Communications Division are particularly gratifying, considering the brief period of time you have had to analyze and supervise the work of the Division.

Mr. William S. Tavel

The matters brought to your attention in the work papers left with you by the Inspector and as set forth in the inspection report and in this letter should be carefully reviewed by you and the Number One Man. You should inform the Training and Inspection Division promptly concerning actions taken by you to correct the delinquencies noted during the inspection.

Sincerely yours,

John Edgar Hoover
Director

October 16, 1961

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

I was greatly impressed with the spontaneous and enthusiastic support given by Bureau personnel to the 1961 United Givers Fund campaign which formally began on October 2, 1961. As of October 5, 1961, we were over our quota with 101 per cent. In fact, we are now over 102 per cent and the pledges are still coming in. I was highly pleased upon learning that each division, as well as the Executive Offices and Washington Field Office, exceeded its quota. This, in my opinion, reflects most favorably upon the tremendous concern for others among my associates in the Bureau.

I want to take this opportunity to congratulate you and, through you, the members of your working committee, the Keymen and all of the individuals for their wonderful generosity and enthusiastic support of this worthy cause.

Sincerely yours,

J. Edgar Hoover

1 - Miss Usilton (Sent Direct)

CRD:cmt
(4)

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Evans
Malone
Rosen
Sullivan
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Trotter
Tele. Room
Ingram
Gandy

MAILED 20
OCT 16 1961
COMM-FBI

MAIL ROOM ☐ TELETYPE UNIT ☐

OCT 16 2 52 PM '61
RECORD-READING ROOM
F B I

REC-145 67-211555-267

ELEANOR CONOVER

CLASSIFYING UNIT - WINIFRED NICHOLLS

CONSOLIDATION UNIT - NAOMI JOHNSON

CORRELATION UNIT - JEAN HILL

FILE REVIEW UNIT - ROBERT MEADOWS

FILING UNIT - NANCY PEDRAZZINI

FILING UNIT - GRACE HAZZARD

FILING UNIT - SHIRLEY WALP

GENERAL INDEX UNIT - LYNN MILTIADES

MESSENGER UNIT - RICHARD DUNCAN

NAME SEARCHING UNIT - JOYCE SATTERFIELD

NUMBERING UNIT - CHARLOTTE POPP

PERSONNEL RECORDS UNIT - BRENDA WILEY

RECORDING UNIT - DALLIS MAYO

ROUTING UNIT - ELIZABETH GOERS

SERVICE UNIT - JEAN COX

FRONT OFFICE - NANCY BUTTERFIELD

COMMUNICATIONS - MARIE RANKIN

READING ROOM - MRS WALTER, LOUISE D.

CLASSIFYING UNIT - MARGARET MEAD

CONSOLIDATION UNIT - EMILY H. GENAU

CORRELATION UNIT - ELEANOR KEPHART

FILE REVIEW UNIT - CHARLES GLOVER

FILING UNIT - NELSON OLIVER

GENERAL INDEX UNIT - VIRGINIA MC GRATH

MESSENGER - PATRICIA OESTERLEIN

NAME SEARCHING UNIT - MARY WOLFE

NUMBERING UNIT - MARY ROSE HAZZARD

PERSONNEL RECORDS UNIT - LENORE KOHL

RECORDING UNIT - EVELYN BROOKS

ROUTING UNIT - MARIE VENABLE

SERVICE UNIT - FLORENCE THOMASON

REC-186

October 6, 1961

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

OCT 6 4 00 PM '61
F B I
READING ROOM

Dear Mr. Tavel:

I am taking this opportunity to commend, through you, the personnel in the Files and Communications Division who performed in such a fine manner in connection with an investigation relative to the Espionage case involving Irvin Chambers Scarbeck.

This special involved the review and analysis of a voluminous amount of material and it was carried out in an unusually expeditious fashion. I want you to convey to everyone who assisted in this undertaking my sincere appreciation for his very diligent, devoted and valuable services.

Sincerely yours,

SENT TO THE DIRECTOR FOR SIGNATURE AND MAILING

1 - Miss Usilton (Sent Direct)
CMT
(4)

XEROX
OCT 13 1961

Tolson
Belmont
Mohr
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Conrad
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Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

EMPLOYEES THAT WORKED OVERTIME ON 10/2/61

HUBERT H. BARB

SHIRLEY D. BARKER

MARJORIE J. BLAKENEY

MARY ANN COOK

DARLA JEAN GLASS

HAROLD DEAN HILL

NORMA JEAN IRWIN

JOSEPH R. KUYKENDALL

DOLA PALMER

ERLINE PERRY

MICHAEL STEINBECK

VANICE V. WELLS

MERRILL W. WALLACE

CHARLES W. SMITH

JIMMY R. MAYFIELD

JACK E. BURTON

BOBBY L. SYKES

NANCY L. HARRISON

GORDON L. HARRISON

ROBERT G. HONDASHELL

STANLEY T. FISHER

SAMUEL D. BAUGHMAN

CARL S. VALENTINE

BELVA DEAN WHITE

MARY JEAN EMBREY

CHARLES W. SCHRADER

WILLIAM L. BOONE

SHIRLEY J. IRELAND

JAMES S. SWITZER

CHARLES A. PARISH

MARY JOANNE GORDON

BETTY L. NANCE

RONALD BAKER

BILLIE L. DOVE

MANUEL VALDEZ

BARBARA A. DIOTTI

LESTER E. SHORT

JOHN W. MARSHALL

NORMAN F. STULTZ

[illegible]

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : MR. SULLIVAN

FROM : MR. BRANIGAN

SUBJECT: IRVIN CHAMBERS SCARBECK
ESPIONAGE - PO

DATE: 10-4-61

1 - Mr. Belmont
1 - Mr. Mohr
1 - Mr. Sullivan
1 - Administrative Div.
1 - Mr. Branigan
1 - Mr. Turner

Tolson
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Gandy

Wm S. Tavel

This is to call attention to excellent performance on the part of the Files and Communications Division and WFO in connection with a jury panel investigation in captioned case.

Washington FO

The Internal Security Division of the Department requested a jury panel investigation in connection with the trial of the captioned individual scheduled to begin in U.S. District Court, Washington, D. C., on 10-3-61. Inasmuch as a new list of prospective jurors is prepared on the first of each month, it was impossible for WFO to obtain the list until 4:20 pm 10-2-61. Because preliminary motions had been disposed of, it was anticipated that the jury would be selected soon after court convened on the morning of 10-3-61 and it was necessary, therefore, to handle the jury panel investigation as a "special."

WFO furnished to the Files and Communications Division a separate sheet on each of the 350 prospective jurors listing his name, address, occupation, age and current employment. These names were delivered at approximately 5:30 pm 10-2-61. The names were, thereafter, searched and it was determined that there was no record in the Bufiles concerning approximately 1/3 * of the number. There were several hundred references on the other 2/3s.** These references were reviewed by Files and Communications Division personnel and all nonpertinent and not identifiable references deleted. Only positive and probable idents were forwarded to the supervisor in the Domestic Intelligence Division for review. This amounted to approximately 40 or 50 files thus reducing the supervisor's work to a minimum.

WFO conducted credit and criminal checks and searched the WFO indices against the 350 names and prepared the derogatory material in written form which was delivered to the attorney handling this case before the selection of the jury began shortly after court convened at 10 am 10-3-61.

105-98318
EIT:cgw:hrt
(7)

* ONE
** TWO

REC-136 67-215528-266
Searched ____ Numbered ____
Indexed ____ Filed ____
OCT 10 1961

3 XEROX
OCT 13 1961

77

3/unit

MEMO FOR MR. SULLIVAN
RE: IRVIN CHAMBERS SCARBECK
105-98318

RECOMMENDATION:

It is recommended that the Administrative Division direct appropriate commendatory letters to Assistant Director Tavel and to SAC Johnson of WFO for the meritorious performance of personnel under their supervision.

Done
10-6-61

WILLIAM SAXBY TAVEL

September 29, 1961

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. Callahan
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Malone
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Mr. Ingram
Miss Gandy

Dear Mr. Hoover:

I have just received your letter expressing your displeasure at my having transferred Special Agent Joseph C. Fee to New York. I am indeed sorry that I gave you cause to take this action, and I want to assure you that there was no deliberate intent on my part to violate your instructions.

My failure to submit this matter for your decision was certainly an error, but it is from such mistakes that one sometimes learns the most valuable lessons. Although I am no longer responsible for making transfers, you can be sure that I will profit from this experience, and will insure that exceptional matters are brought to your attention in order to avoid the necessity for any similar criticism in the future.

Sincerely,

Saxby Tavel

Saxby Tavel

RECORDED 7

67-215528-265
Searched ____ Numbered ____
OCT 3 1961

Honorable J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D.C.

EXP. PROC.
SEP 29 1961

September 28, 1961

~~PERSONAL~~

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

Your action in ordering Special Agent Joseph C. Fee transferred to the New York Division as his first office of assignment was in clear violation of instructions which I had previously issued. I have considered your explanation but it is not acceptable. If you felt that an exception to the rule should have been made in this case you should have submitted the matter by memorandum for my approval. You were definitely at fault in failing to do this.

In view of the above, I shall expect you to handle your duties in the future with more regard for my instructions so that I will not again find it necessary to call such a dereliction to your attention.

MAILED 8
SEP 28 1961
COMM-FBI

Very truly yours,

JIC:pmd
(5)

John Edgar Hoover
Director

1 - Mr. Mohr (~~Personal Attention~~)

1 - Files and Communications Division Personnel File

Based on memo W. S. Tavel to Mr. Mohr 9-27-61 WST:bnc.

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SEP 27 8 08 PM '61

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
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Evans
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Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : MR. MOHR

DATE: 9-27-61

FROM : W. S. TAVEL

SUBJECT: JOSEPH C. O'FEE
Special Agent
New York Office
EOD 2-29-60
GS-10, $7160
Veteran

Mr. Tolson, by memorandum dated 9-26-61, pointed out that SA Fee was assigned directly to New York which is contrary to the general rule that new agents not be assigned to New York. He noted Fee had a knowledge of Russian which possibly had some bearing on his transfer, but stated that the need for a Russian-speaking agent in New York apparently was not so great since Fee was initially assigned to general criminal work in New York. Mr. Tolson also noted that Fee resided in Fairhaven, New Jersey, prior to entering the Bureau and still resides there and has indicated New York as his first office of preference. He commented that Fairhaven is close to New York and would obviously be an office of preference for SA Fee. He felt Fee should have been assigned somewhere else to make his record as a new agent before being assigned to New York. Mr. Tolson requested an explanation and the Director noted, "I would like to know. I have repeatedly indicated no new agents are to be assigned to New York and certainly not back to area from which the new agent comes. H"

I was fully aware of the general rule that new agents are not transferred to New York when I made this transfer, and meticulously followed these instructions as a general rule, but felt that this was an exceptional case. I always made it a point in the normal case not to transfer a new agent back to the area in which he had resided, and always double-checked each new agent transfer to see that he was not sent to an office of preference. In Fee's case, I felt the best interests of the Bureau would be served by transferring him to New York. The transfer was not made in any way for the convenience of Fee, but because of what appeared to be an urgent need for his services as a Russian-speaking agent in New York.

WST:bnc
(3)
Enclosure
1 - Mr. Downing

HQ 67-564286-48
Searched ____ Numbered ____
7 SEP 25 1963

RECORDED 1

W. S. TAVEL TO MR. MOHR 9-27-61
Re: JOSEPH C. FEE
Special Agent

Fee's ability in Russian on a Bureau test had been rated as "good". At the time of the transfer, New York had an outstanding request for eight Russian-speaking agents, Washington Field Office needed seven, and Los Angeles one. I had to rely on the SACs' evaluation of their needs, but discussed the matter with Mr. Downing, Chief of the Cryptanalysis-Translation Section, Laboratory Division, and it was felt that New York and Washington Field Office had the most pressing need at the time. There were only two Russian-speaking agents in this New Agents Class, SA Fee and SA John R. Staley, and it was decided to send one each to New York and Washington Field. I realized that Fee would need a short period of training, but felt that New York would benefit more from the services of a new Russian-speaking agent than if I had sent it none at all. I have always stated no new Russian should be sent to New York.

I realized that Fee came from Fairhaven, New Jersey, in the Newark Office territory, some 58 miles from New York, but he listed no office of preference at the time, although he has since listed New York, Newark, and the Bureau. Staley, on the other hand, listed New York as his second office of preference at the time. He is from Indiana. Faced with the choice of sending Staley to an office of preference, or sending Fee to an office near his home, but not an office of preference, I chose to assign Staley to Washington Field and Fee to New York. He did not grow up at his home & still lives there.

At the time I made the transfer, I had no way of knowing to what type of work Fee would actually be assigned in New York, but the SAC was advised of his Russian-language ability by letter 5-13-60. Fee arrived in New York 5-28-60, and the performance rating covering the period from then until 8-1-60 reflects, as Mr. Tolson noted, that Fee was assigned to criminal work. It also stated he was spending from four to six hours per week in study and conversation in Russian, and rated his ability in the language as very good in reading, writing, and understanding, and fair in speaking, but indicated he was not sufficiently fluent to handle investigative problems. A memorandum of 11-23-60 stated he was called on to contact highly classified sources due to his knowledge of Russian, and a letter of 1-3-61 stated he could handle investigative problems in Russian. An inspection write-up of 1-10-61 reflected Fee was fluent in Russian and for this reason participated in the arrest of a Soviet national in an important espionage case. His 1961 annual performance rating, submitted in March, 1961, states Fee has been used on Russian-language interviews and translation work and rated his ability very good along these lines.

W. S. TAVEL TO MR. MOHR 9-27-61
Re: JOSEPH C. FEE
Special Agent

It stated Fee had been assigned to Soviet espionage matters since 8-1-60, slightly more than 60 days after he arrived in the office, and had been assigned to contact highly placed informants who furnished information in the Russian language.

I deeply regret that this transfer was made contrary to the Director's wishes, but I want to assure him that this, as any other decision I make, was based on what I considered the best interests and needs of the Bureau, rather than convenience of the employee.

J. P. Mohr

RECOMMENDATION:

Submitted for information.

9-27

any exception to the rule should have been made the subject of a special memorandum requesting permission for the exception. I just don't understand why we employ a rule if it is broken without getting an exception approved. Such rules are not made frivolously nor arbitrarily.

I do not agree with Tavel. This new agent should not have been returned to his home. He should have been given experience elsewhere

9/27

A PERMANENT BRIEF OF SA FEE'S PERSONNEL FILE IS ATTACHED.

9/27

I concur. Tavel should be censured & Mohr also for approving the action.

WILLIAM SAXBY TAVEL

September 25, 1961

Mr. Tolson ✓
Mr. Belmont
Mr. Mohr
Mr. Callahan ✓
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Malone
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Mr. Ingram
Miss Gandy

Dear Mr. Hoover:

I received your memorandum advising me of the increase in per diem for certain Bureau officials, and I wanted to express my appreciation. Realizing that such an increase was optional, I know that it was entirely due to your consideration that this increase was placed in effect.

In these days of rising costs, such an increase will certainly be most beneficial to Bureau officials in connection with any travel, and it is typical of your concern for the welfare of Bureau personnel that you granted it, even though the Bureau has recently been faced with increased expenses in other phases of its operations due to the steadily increasing work load.

Thank you again for your thoughtfulness and generosity.

67-215528-263
Searched ____ Numbered 35
SEP 27 1961

no reply required

Sincerely,

Saxby Tavel

Saxby Tavel

RECORDED

Honorable J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D.C.

14

SEP 29 1961

☆ U. S. GOVERNMENT PRINTING OFFICE: 1960—534439

1. Agency and organizational designations	2. Payroll period	3. Block No.	4. Slip No.
FBI, U. S. DEPT. OF JUSTICE			

5. Employee's name (and social security account number when appropriate)	6. Grade and salary
#12180 MR. WILLIAM S. TAVEL Assistant Director	GS 16 $15,775

PAYROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F.I.C.A.	STATE TAX	GROUP LIFE INS.			NET PAY
7. Previous normal													
8. New normal													
9. Pay this period													

10. Remarks:	11. Appropriation(s)	12. Prepared by
		13. Audited by

☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase

14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.
10/1/61	4/3/60	$15,515	$15,775	J. Ed. Moore (Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):
Period(s):
☒ No excess LWOP. Total excess LWOP _____

(Check applicable box in case of excess LWOP)
☐ In pay status at end of waiting period.
☐ In LWOP status at end of waiting period.

pr1
_____ Initials of Clerk

NOT RECORDED

STANDARD FORM NO. 1126d
6 GAO 8000
1126—507

PAYROLL CHANGE SLIP — PERSONNEL COPY

REC-133

September 15, 1961

Mrs. William S. Tavel
4736 24th Road North
Arlington, Virginia

Dear Mrs. Tavel:

Please accept my thanks for your thoughtful letter of September 11. I am always glad to hear from members of our FBI families, and it is indeed encouraging to know that your association with the Bureau has been so rewarding.

I can assure you that it was a pleasure having you and your children present on the occasion marking Mr. Tavel's Anniversary.

Sincerely yours,

J. Edgar Hoover

SEP 15 10 21 AM '61
REC'D-READING ROOM
F B I

MAILED 32
SEP 15 1961
COMM-FBI

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

CJH:jms
(3)

MAIL ROOM ☑ TELETYPE UNIT ☐

DO-6

OFFICE OF DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. Callahan
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Malone
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Mr. Jones
Tele. Room
Mr. Ingram
Miss Holmes
Miss Gandy

September 11, 1961

Dear Mr. Hoover,

I want to thank you for making the celebration of Mr. Tavel's Twentieth Anniversary such a memorable experience.

W. S. Tavel

It was very gracious of you to allow the children and me to be included at the presentation of the 20-year-key, and it was indeed an honor and surprise to have you and Mr. Tolson come to the reception in the afternoon.

We are all very proud of the opportunity of being a part of the Federal Bureau of Investigation, and deeply appreciative of the part it has played in our family life.

REC-133 67-215528-262

Thank you again for an unforgettable day in our lives.

Searched Nr. 8 SEP 18 1961

Sincerely yours,

/s/ Phyllis E. Tavel

4736 24th Road North
Arlington, Virginia

COPY:hbb

ack 9-15-61

September 11, 1961

Dear Mr. Hoover,

I want to thank you for making the celebration of Mr. Tavel's Twentieth Anniversary such a memorable experience.

It was very gracious of you to allow the children and me to be included at the presentation of the 20-Year-Key, and it was indeed an honor and surprise to have you and Mr. Tolson come to the Reception in the afternoon.

We are all very proud of the opportunity of being a

part of the Federal Bureau of Investigation, and deeply appreciative of the part it has played in our family life.

Thank you again for an unforgettable day in our lives.

Sincerely yours,
Phyllis E. Tavel

4736 24th Road North
Arlington, Virginia

1st [illegible]
[illegible]
[illegible] 9-15-61
[illegible]

Mr. Tolson ✓
Mr. Belmont
Mr. Mohr
Mr. Callahan
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Malone
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Mr. Ingram
Miss Gandy

September 12, 1961

file
V.

Dear Mr. Hoover:

Thank you for taking the time from your busy schedule to present my Twenty-Year Key last Friday. It was the highlight of a day which was altogether perfect, and which I will long remember. I was particularly pleased to have my wife and daughters present, and the twins have not yet stopped talking about having met you.

It was also most gracious of you and Mr. Tolson to come to my reception in the afternoon. I appreciate your thoughtfulness and will do all in my power in the coming years to continue to merit your confidence and approval.

Sincerely,

William S. Tavel

William S. Tavel

67-215583-261

REC-136

Searched

SEP 14 1961

Honorable J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D.C.

91

SEP 1 1961

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : MR. MOHR

DATE: August 22, 1961

FROM : W. S. TAVEL

SUBJECT: EDWARD DeCOURCY
EDITOR AND PUBLISHER OF
"THE ARGUS CHAMPION AND NEWPORT-
LAKE SUNAPEE TIMES"
NEWPORT, NEW HAMPSHIRE
REQUEST FOR TOP TEN LIST

While on leave last week, I had occasion to visit Mr. Edward DeCourcy, who is editor and publisher of "The Argus Champion and Newport-Lake Sunapee Times" in Newport, New Hampshire. He is a distant relative of my wife and has just assumed the position as editor and publisher of this paper in the past several months. The population of Newport is about 5500 but the paper, which is a weekly, covers 14 surrounding small communities. DeCourcy told me that since he has taken over the paper the circulation has increased some 600 and I have no doubt that he will exercise a very substantial influence in these communities. He was previously editor of a paper in Milford, Connecticut, and, I believe, at one time received an award for his editorial writing.

REC-141 67-215528-266

DeCourcy is a person of strong convictions, high principles, and appears to be a great admirer of the Director and the FBI. He mentioned that although he receives copies of the Uniform Crime Reports at the present time, that he does not receive the Top Ten Most Wanted List. He pointed out that this was possibly due to the previous editor of the paper not having requested same; however, he stated he would like very much to give some publicity to the Top Ten fugitives program if it could be arranged for him to be advised of their identities and backgrounds. He stated he was familiar with the program from his days as an editor at Milford and felt that the Bureau did a tremendous job in writing up the material on the Top Ten fugitives since it included the human interest and dramatic side of the fugitive's background which was the type of material he felt the public was particularly interested in. He also mentioned that any literature or material concerning the Bureau's operations which could be made available to him he would appreciate having since he felt he would like to know more about the Bureau's operations and possibly would be in a position to use this in his editorials or feature articles. He mentioned that he had had some contact with the Bureau office in Connecticut while he was in Milford and had referred to it information he felt would be of interest.

ORIGINAL FILED IN 94-44879-3

REC-9 94-44879-3

AUG 29 1961

1-Mr. DeLoach
1-Mr. M. A. Jones

WST:jmr
(4)

SEP 15 1961

EX-112

(OVER)

Memorandum to Mr. Mohr from W. S. Tavel
Re: Edward DeCourcy

I feel DeCourcy would be an excellent press contact and suggest that the Crime Records Division arrange to furnish him with the Top Ten wanted notices and some of the current Bureau publications dealing with the scope of our operations such as "Cooperation - The Backbone of Law Enforcement," and "The FBI Laborary," et cetera.

RECOMMENDATION:

That the Crime Records Division arrange to furnish the above material to DeCourcy and have the Resident Agent covering Newport call on him for the purpose of developing him as a contact in the newspaper field.

Cust. Sch.

FD-253 (Rev. 3-28-60)

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

WASHINGTON 25, D. C.

AUG 11 1961

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA WILLIAM S. TAVEL
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of $10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of $10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name	Relationship	Date
PHYLLIS E. TAVEL	WIFE	7/21/61
Address 4736 24th Rd. N. ARLINGTON, VA.		

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing $1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name	Relationship	Date
PHYLLIS E. TAVEL	WIFE	7/21/61
Address 4736 24th Rd. N. ARLINGTON, VA.		

Very truly yours,

William S. Tavel

Special Agent

3 mt

91

67-NOT RECORDED
3 SEP 13 1961

September 8, 1961

~~PERSONAL~~

JUN 26 9 45 AM '61
FBI
READING ROOM

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

Undoubtedly this day will bring you many congratulatory messages from your friends and associates to help celebrate your Twentieth Anniversary of Bureau service. By way of official recognition of this important occasion, I am extending my personal congratulations in addition to presenting to you on behalf of the Bureau the enclosed Twenty-Year Service Award Key.

It is extremely gratifying to know that this Bureau has had the benefit of loyal and efficient personnel such as you over the years when our responsibilities have so greatly increased. You may well be proud of the contributions you have made to the effective discharge of these heavy responsibilities. I am fully aware of your substantial share in our important work and I wish to take this opportunity to express my appreciation for the splendid manner in which you have discharged your various assignments. It is the continued steadfast devotion to duty so consistently manifested by associates such as you that contributes to the position of high esteem held by the Bureau today.

REC-19

I sincerely respect and appreciate your valuable services and hope we will have the benefit of them for years to come.

259

With best wishes and kind regards,

Sincerely,

J. EDGAR HOOVER

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

Enclosure
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(3)

ROOM ☐ TELETYPE UNIT ☐

SENT FROM D. O.
TIME
DATE
BY

September 6, 1961

~~PERSONAL~~

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

I have received your letter of September 5, and I certainly appreciate the interest which prompted your requests.

It will be a pleasure for me to personally present your 20-Year Key on September 8, and I shall look forward to having Mrs. Tavel and your daughters present on this occasion. I am also making arrangements for you to receive one of my colored photographs which I have autographed to you.

Sincerely yours,
J. Edgar Hoover

CJH:jks (3)

SEP 3 52 PM '61
READING ROOM
FBI

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

MAILED 20
COMM-FBI

FEB 1
FBI
MAIL ROOM

MAIL ROOM ☐ TELETYPE UNIT ☐

WILLIAM SAXBY TAVEL

September 5, 1961

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. Callahan
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Malone
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Mr. Ingram
Miss Gandy

Dear Mr. Hoover:

On Friday, September 8, I will have completed 20 years of service with the Bureau, and I would like to request that you make the presentation of my Key. While I realize that this is an imposition on your time, it would make the occasion a much more memorable one for me. I would also like to request that my wife, Phyllis, and twin daughters, Christine and Claire, be present since the occasion is an important one for them, too.

Although I have a large picture of you in my office, I would deeply appreciate it if you would autograph to me one of your colored photographs, which would serve as a constant reminder of this memorable occasion. Since I am customarily known by my middle name, "Saxby," I would be particularly pleased if you would autograph it in this fashion.

I am extremely proud and grateful to have been a part of this organization under your leadership for the past 20 years, and I hope to continue to serve the Bureau for many years to come.

Sincerely,

Saxby Tavel

Saxby Tavel

OK

REC-141

T 527-258

Honorable J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D.C.

ack: 9-6-61
CSH:

Carried 9-5-61 - [illegible]

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. DeLoach

DATE: 7-26-61

FROM : M. A. Jones

SUBJECT: COMMITMENTS OF BUREAU OFFICIALS FOR MONTH OF JULY, 1961

A schedule of commitments for Bureau officials for the month of July, 1961, was previously submitted to you for transmittal to the Director's Office. The following addition to this schedule should be noted.

Mr. W. S. Tavel:

7-28/8-18-61 Annual leave

RECOMMENDATION:

None. For information.

7-215 528-257
Searched ____ Numbered ____
8 AUG 1 1961

REC-140

1 - Director's Office
1 - Mr. Mohr
1 - Movement Unit, Room 5259

ELC:lff
(6)

JUL 28 1961

CRIME RESEARCH

FBI - FILES

143

AUG 7 1961

PERS. FILES

Date: June 21, 1961

To: Superintendent
Benjamin Franklin Post Office
Washington 4, D. C.

From: John Edgar Hoover, Director

Subject: POST OFFICE BOX 557

Please change the name of the box holder of captioned post office box from J. J. McGuire to W. S. Tavel.

1 - Mr. Callahan, attention J. S. Johnson, (sent direct)

LEW:mrp
(6)

REC-14 [illegible]-256

NOTE: The Bureau's Post Office Box 557 originally opened in the name of Mr. J. J. McGuire should have the box holder's name changed to be in Mr. Tavel's name. LEW:mrp 6-21-61. In making payment of annual rental for box it was noted that the box was still in Mr. McGuire's name.

MAILED 4
JUN 21 1961
COMM-FBI

19 JUN 22 1961

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

FD-185 (Rev. 6-20-57)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: WILLIAM S. TAVEL

Where Assigned: FILES AND COMMUNICATIONS
(Division) (Section, Unit)

Official Position Title: ASSISTANT DIRECTOR

Rating Period: from 4-1-60 to 3-31-61

ADJECTIVE RATING: SATISFACTORY
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's Initials

Rated by: [signature] Assistant to the Director 3-31-61
Signature Title Date

Reviewed by: Clyde A. Tolson Associate Director 3-31-61
Signature Title Date

Rating Approved by: _____ _____ _____
Signature Title Date

TYPE OF REPORT

(X) Official
(X) Annual

( ) Administrative
( ) 60-Day
( ) 90-Day
( ) Transfer
( ) Separation from Service
( ) Special

HEC-132
67-[illegible] - 255
Search[illegible]
1 APR 8 [illegible]

Copy of rating received - 4/6/61 [illegible]

3 APR 12 1961

55

3 - [illegible]

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

81 (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

3-6-61

I certify that I have received the following Government property for official use:
xx~~returned~~x

Manual of Instructions #1242
Defense Plans Manual #114
Position Classification Manual #43
~~Foreign Operations Policy Manual #24~~ ~~#114~~
"C" Code Books #501 through #510 (Code Room)

Above manuals returned by Mr. McGuire

FILE
3-M

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

PER

(Written Signature) William S. Tavel

(Typed Signature) William S. Tavel

February 23, 1961

Mr. R. E. Higham
The Chesapeake and Potomac Telephone Company
1225 I Street, Northwest
Washington 5, D. C.

Dear Mr. Higham:

Will you please furnish Mr. Courtney A. Evans, who has been made an Assistant Director of the Federal Bureau of Investigation, with an instruction card for the Priority I long-distance telephone system. Instruction card number 90 has been assigned to Assistant Director William S. Tavel who has succeeded Mr. John J. McGuire.

Sincerely yours,

John Edgar Hoover
Director

1 - Personnel file of Courtney A. Evans
1 - Personnel file of William S. Tavel
1 - Mr. Evans, sent separately
1 - Mr. Tavel, sent separately
1 - Defense Plans Desk, sent separately

YELLOW
DUPLICATE
MAILED

LEW:mrp
(3)

NOTE: The Priority I long-distance telephone system was set up at no cost to the individual agencies in February, 1957, by C & P Telephone Company to provide top Government officials with facilities for making long-distance telephone calls in an emergency situation where local telephone company switchboards would be unmanned. Change in an Assistant Director or higher position requires bringing the list up to date with appropriate telephone company official. LEW:mrp 2-23-61.

February 17, 1961

MEMORANDUM FOR MR. TOLSON

On February 10, 1961, I saw Inspector W. S. Tavel, who called to express his appreciation for being designated Assistant Director in charge of the Files and Communications Division.

I told Mr. Tavel that he was assuming duties in which there was a real challenge as it was obvious the Files and Communications Division had not been operated with as firm a hand as it should be and it was his function to be thoroughly in touch with all its operations and to see all its personnel measured up to their individual responsibilities in their duties as well as in personal appearance.

Very truly yours,

/s/ J. E. H.

John Edgar Hoover
Director

JEH:EDM (5)

RECEIVED HOOVER

FEB 23 1961

254

7 FEB 20 1961

SENT FROM D. O.
TIME 9:25 A.M.
DATE 2/20/61
BY R. D. L.

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
C. Sullivan
Tele. Room
Ham
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

February 10, 1961

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

I am indeed pleased to advise you that you are being designated Assistant Director in charge of the Files and Communications Division, effective at the close of business March 3, 1961.

Sincerely yours,

J. Edgar Hoover

1 - Miss Usilton

1 - Movement

(5)

Tolson
Mohr
Parsons
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Callahan
Conrad
DeLoach
Malone
McGuire
Rosen
Trotter
Evans
W.C. Sullivan
Tele. Room
Ingram
Gandy

MAILED 27
FEB 10 1961
COMM-FBI

MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Nease
Parsons
Belmont
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Conrad
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Malone
McGuire
Rosen
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : DIRECTOR

DATE: February 10, 1961

FROM : CLYDE TOLSON

SUBJECT: ASSISTANT DIRECTOR
FILES AND COMMUNICATIONS DIVISION

There are attached summaries of the files of William S. Tavel, Inspector and Number One Man to Mr. Mohr, and Frank W. Waikart, Number One Man in the Files and Communications Division.

It is recommended that Mr. Tavel be designated Assistant Director to replace Mr. John J. McGuire, who is retiring, without change in grade or salary.

Enclosures

CT:DSS

OK.

Letter + Form 2-10-61 JW/pt

REC-133

67-215522-253

Searched ____ Numbered ____

9 FEB 20 1961

THREE

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

3-16-61

I certify that I have received the following Government property for official use:
//~~returned~~/

2 Parking Stickers USDJ Garage Space 89

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

1961

FILE
3-M

Very truly yours,

PER

(Written Signature) William S. Tavel

(Typed Signature) William S. Tavel

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

2-17-61

I certify that I have received the following Government property for official use:

~~returned~~

New Commission Card with case # 25
Assistant Director

RETURNED

Old Commission Card with case # 71
Inspector

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

67-

FILE

3-M

Very truly yours,

PER

(Written Signature) William S. Tavel

(Typed Signature) William S. Tavel

Standard Form 50 - 5 Part
Rev. July 1957
Promulgated by U. S. Civil
Service Commission—FPM-R-1

NOTIFICATION OF PERSONNEL ACTION

50 - 106 - 13

1. NAME (LAST [CAPS]—First—Middle—Mr.—Miss—Mrs.)	2. DATE OF BIRTH	3. IDENTIFICATION (optional)
TAVEL, WILLIAM S. (MR)	7-12-15	12180

4. THIS IS AN OFFICIAL NOTICE OF THE PERSONNEL ACTION DESCRIBED BELOW, WHICH AFFECTS YOUR EMPLOYMENT. GENERAL INFORMATION CONCERNING YOUR EMPLOYMENT APPEARS ON THE REVERSE SIDE OF THIS FORM.

5. NATURE OF ACTION (standard terminology must be used)	6. EFFECTIVE DATE OF ACTION	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
REASSIGNMENT	cb 3-3-61	EXCEPTED BY LAW

FROM—		TO—
Inspector	8. POSITION TITLE AND NUMBER	Assistant Director
GS 16 $15,515 per annum	9. SERIES, GRADE, SALARY	GS 16 $15,515 per annum
	10. NAME AND LOCATION OF OFFICE BY WHICH EMPLOYED	Files and Communications Division Washington, D. C.
	11. DUTY STATION	

[ ] Yes — 12. APPORTIONED POSITION — [ ] Yes [ ] Apportionment Waived [ ] Proved — STATE:

13. VETERAN PREFERENCE				14. TENURE GROUP	15. POSITION OCCUPIED IS IN THE:	
No	5-pt.	10-pt. Disab.	10-pt. Other		[ ] Competitive Service	[X] Excepted Service
X						

16. APPROPRIATION	17. PAYROLL DEDUCTIONS			18. DATE OF APPOINTMENT AFFIDAVITS (accessions only)
From: S. & E., FBI TO: SAME	CSR	FICA	FEGLI	

19. REMARKS:

[ ] a. Subject to completion of 1 year probationary (or trial) period commencing _____

[ ] b. Service counting toward career (or permanent) tenure from: _____

Separations: Show reasons below, as required. Check, if applicable: [ ] c. During probation [ ] d. From appointment of 6 months or less

Basis for this position is Section 505(e) of the Classification Act of 1949 as amended.

67-NOT RECORDED
27 FEB 21 1961

J. Ed. Hoover
Director

20. EMPLOYING DEPARTMENT OR AGENCY	22. SIGNATURE (or other authentication) AND TITLE
U. S. DEPARTMENT OF JUSTICE FEDERAL BUREAU OF INVESTIGATION	[illegible]
21. OFFICE MAINTAINING OFFICIAL PERSONNEL FOLDER (if different than item 10, above) FEDERAL BUREAU OF INVESTIGATION WASHINGTON 25, D. C.	23. DATE: 2-10-61

3.04

☆ U. S. GOVERNMENT PRINTING OFFICE: 1960 - 553528

4. PERSONNEL FOLDER COPY

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
Conrad
DeLoach
Malone
McGuire
Rosen
Trotter
Evans
W. C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Callahan

DATE: 2-10-61

FROM : C. R. Davidson

SUBJECT: WILLIAM S. TAVEL
Inspector
#1 Man to Assistant to the Director John P. Mohr
EOD 9-8-41; GS-16, $15,515
(Designated Assistant Director, Files and Communications Division effective close of business 3-3-61)

The following is a brief summary of Mr. Tavel's record for the Director's use. By letter dated 2-10-61 he was designated Assistant Director, Files and Communications Division effective close of business 3-3-61.

On 9-8-41 he entered on duty as a Special Agent and on 7-9-50 was transferred to the Seat of Government as a Supervisor in the Administrative Division. He subsequently served as a Unit Chief, Assistant Personnel Officer, assistant to the Assistant Director, Personnel Officer, #1 Man of the Administrative Division and on 1-8-60 was designated #1 Man to Assistant to the Director John P. Mohr.

During the past year he was censured on 2 occasions, the last being on 7-6-60 for a number of nonsubstantive errors which appeared in items of official correspondence that he had reviewed and approved. He received one commendation during the same period, that being on 12-12-60 for reporting for work on 12-12-60 despite the extremely hazardous travel conditions. Mr. Mohr rated him EXCELLENT on his 1960 annual performance report and stated he exercised excellent judgment in connection with his responsibilities. He was a dedicated, loyal Bureau employee who had an exemplary attitude, was enthusiastic, amenable to criticism, seeked ways of doing the job better and offered constructive suggestions and ideas. He made an excellent personal appearance and it was definitely felt he had the potential for advancing to greater executive and administrative responsibilities in the Bureau.

His file reflects that the Director saw him on 1-7-60 and the Director stated he was a very substantial, well-appearing Agent who seemed to be intensely interested in his assignment. The Director rated him above average.

67- [illegible] - 252
Searched [illegible]
Indexed [illegible]
Serialized [illegible]

RECORDED

He is available for general or special assignment, his weight is within desirable limits and his daily average overtime for the past 6 months is as follows:

July, 1960	3'28"	October, 1960	2'52"
August, 1960	1'57"	November, 1960	3'08"
September, 1960	3'08"	December, 1960	1'55"

54

10 FEB 14 1961

Enclosure: Permanent Brief
FDH:mle (2)

It is noted that during March-April, 1959, Mr. Tavel conducted an inspection of the Training and Inspection Division at which time former Assistant Director Quinn Tamm was in charge of that division. Mr. Tamm subsequently saw the Director and indicated he disagreed with the inspection findings on several items, namely criticism by the Inspector of Mr. Tamm for not resolving a personality clash between two employees and separating these employees; a finding that the division had excessive personnel; certain compilations regarding overtime; and instructions of the Inspector that keys to automobiles at the Quantico firearms range not be left in automobiles. Mr. Clayton conducted an inquiry into each of the items mentioned by Mr. Tamm and found that the findings of the Inspector were substantiated and justified. There were some errors made in the Inspector's overtime compilations, as stated by Mr. Tamm, but these errors were all made on work sheets and not carried forward to the official inspection summary or to the official letter to Mr. Tamm.

Mr. Tavel wrote the Director on 5-7-59 expressing regret for the inconvenience caused the Director by the criticism which Mr. Tamm had made of his (Mr. Tavel's) inspection of the Training and Inspection Division. The Director discussed this matter with Mr. Tavel when he saw him on 5-11-59 and told him that he considered that all in all it was a job well done but by now Mr. Tavel realized he had to lean over backwards to be meticulously accurate in inspection work. Mr. Tavel stated he certainly realized this and regretted the controversy had arisen.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Callahan

DATE: 1-5-61

FROM : C. R. Davidson

SUBJECT: WILLIAM S. TAVEL
Inspector
#1 Man to Assistant to the Director John P. Mohr
EOD 9-8-41; GS-16, $15,515

The following is a brief summary of Mr. Tavel's record for the Director's use.

On 9-8-41 he entered on duty as a Special Agent and on 7-9-50 was transferred to the Seat of Government as a Supervisor in the Administrative Division. He subsequently served as a Unit Chief, Assistant Personnel Officer, assistant to the Assistant Director, Personnel Officer, #1 Man of the Administrative Division and on 1-8-60 was designated #1 Man to Assistant to the Director John P. Mohr.

During the past year he was censured on 2 occasions, the last being on 7-6-60 for a number of nonsubstantive errors which appeared in items of official correspondence that he had reviewed and approved. He received one commendation during the same period, that being on 12-12-60 for reporting for work on 12-12-60 despite the extremely hazardous travel conditions. Mr. Mohr rated him EXCELLENT on his 1960 annual performance report and stated he exercised excellent judgment in connection with his responsibilities. He was a dedicated, loyal Bureau employee who had an exemplary attitude, was enthusiastic, amenable to criticism, seeked ways of doing the job better and offered constructive suggestions and ideas. He made an excellent personal appearance and it was definitely felt he had the potential for advancing to greater executive and administrative responsibilities in the Bureau.

His file reflects that the Director last saw him on 1-7-60 and the Director stated he was a very substantial, well-appearing Agent who seemed to be intensely interested in his assignment. The Director rated him above average.

67-[illegible]-25

He is available for general or special assignment, his weight is within desirable limits and his daily average overtime for the past 6 months is as follows:

JAN 5 1961

JAN 10 1961

June, 1960	3'06"	September	3'08"
July, 1960	3'28"	October	2'52"
August, 1960	1'57"	November	3'08"

10 JAN 12 1961

Enclosure: Permanent Brief

FDH:mlemle (2)

OVER

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OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
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W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. MOHR

DATE: 1/4/61

FROM : W. S. TAVEL

SUBJECT: ACCIDENT
PERSONALLY OWNED AUTOMOBILE
ON 12/30/60

On 12/30/60, at about 4:00 P. M., while on annual leave, I was driving my personally owned car North on Mt. Vernon Memorial Highway. There is a gradual curve approaching the south end of National Airport and an exit road from the hangar parking area enters the highway from the right. There is a stop light some distance beyond the exit road. As I approached the light the late afternoon sun was shining on it and it appeared green to me. I was going about 35 miles an hour and the speed limit is 40. As I was almost opposite the exit, Mrs. John Skillin, Route 5, Alexandria, Virginia, driving a Valiant station wagon, pulled slowly out of the exit and struck the rear fender of my car, knocking it around so that it came to rest facing East in the intersection. No one was injured, there were no police officers present and no traffic citations have been issued. In talking to Mrs. Skillin, she stated that the light was green in her favor when she started up and the drivers of two cars which were in the line of traffic behind Mrs. Skillin waiting to enter the highway also stated that the light was green in her favor. I have filed the necessary county and state accident reports.

This is being submitted as a matter of information.

REC-144

67-115-28-250
Searched ____ Numbered ____
JAN 6 1961

WST:hif
(2)

File

3/1970

10 JAN 10 1961

December 12, 1960

~~PERSONAL~~

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

I am indeed pleased to commend you for the outstanding attitude you exhibited in reporting for duty today despite the extremely hazardous travel conditions.

You demonstrated a most exemplary devotion to the work of the FBI in considering your services so essential that, in spite of an announcement that all Federal Government agencies would be closed, you reported for duty. I certainly appreciate your dedicated efforts and I want you to know I have instructed that a copy of this letter be placed in your personnel file.

Sincerely yours,

J. Edgar Hoover

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alone
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psen
amm
otter
C. Sullivan
le. Room
am
dy

MAIL ROOM ☐ TELETYPE UNIT ☐

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

11-1-60

I certify that I have received the following Government property for official use:
~~returned~~

SOG INSPECTORS' MANUAL #4

FILE
S-M
PER U/WS

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

62

Very truly yours,

(Written Signature) William S. Tavel

(Typed Signature) William S. Tavel

FD-253 (Rev. 8-7-57)

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

WASHINGTON 25, D. C.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA WILLIAM S. TAVEL
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of $10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of $10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name	Relationship	Date
PHYLLIS E. TAVEL	WIFE	8/26/60

Address 4736 24th Rd. N. ARLINGTON, VA.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing $1500 death benefit to beneficiary of agents killed in the line of duty.

Name	Relationship	Date
PHYLLIS E. TAVEL	WIFE	8/26/60

Address 4736 24th Rd. N. ARLINGTON, VA

67-NOT RECORDED
SEP 1 1960

Very truly yours,

William S. Tavel

Special Agent

July 6, 1960

~~PERSONAL~~

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

In the recent past a number of nonsubstantive errors appeared in items of official correspondence that had been reviewed and approved by you. You were remiss in not detecting the errors in question.

Hereafter, you should review official correspondence more thoroughly so that there will be no other occasion to call such errors to your attention.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

MAILED 31
JUL - 6 1960
COMM-FBI

JGW
TJN:pmd
(4)

1 - Mr. Mohr (~~Personal Attention~~)

REC'D-READING ROOM
FBI
JUL 6 2 36 PM '60

2488

Based on memo W.S. Tavel to Mr. Mohr 7-1-60 WST:hif.

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

6/27/60

I certify that I have received the following Government property for official use:
~~returned~~

D. C. Official Parking Permit, expires June 30, 1961

RETURNED

D. C. Official Parking Permit, expires June 30, 1960

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written Signature) William S. Tavel

(Typed Signature) W. S. Tavel

67 NOV 1
JUL 11

Standard Form No. 2809
CHAPTER 1-5 F.P.M.
6 GAO 5000

HEALTH BENEFITS REGISTRATION FORM
FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959
(Read instructions on back of last page. Use only typewriter or ballpoint pen.)

CARRIER'S CONTROL NO. 3215628

PART A — ALL WHO REGISTER MUST FILL IN THIS PART.

1. NAME (LAST) (FIRST) (MIDDLE INITIAL): TAVEL WILLIAM S.
2. DATE OF BIRTH (Use numbers): MONTH 7 DAY 13 YEAR 19[illegible]
3. Are you now married? YES [1] NO [2]
4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY AND ZONE NUMBER) (STATE): 4736 24 BRIN. ARLINGTON(?) VA.
5. SEX: MALE [1] FEMALE [2]
6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES [ ] NO [1]
7. Place an "X" in proper box to show your annual basic salary range.
   UNDER $4,000 [1] $4,000 TO $5,999 [2] $6,000 TO $9,999 [3] $10,000 OR OVER [4]

PART B — FILL IN THIS PART IF YOU WISH TO ENROLL IN A HEALTH BENEFITS PLAN.

1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)

NAME OF PLAN	OPTION (HIGH OR LOW)	ENROLLMENT CODE NUMBER
SANISH HEALTH BENEFIT PLAN		4 4 2

2. In space below list all eligible family members without exception: List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who become disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)

If enrollment is for self only, answer item 1. If enrollment is for self and family, also answer item 2 and item 3 if it applies.

NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)		NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	
Wife or Husband [illegible] TAVEL	12/[illegible]/23	1			6
		2			7
		3			8
		4			9
		5			10

b6
b7C

THIS PART MUST ALSO BE FILLED IN IF YOU CHANGE YOUR ENROLLMENT.

3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES [ ] NO [ ]

PART C — FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.

PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3.

1. I elect not to enroll in any plan under the Health Benefits Act. [ ]
2. I elect to cancel my present enrollment under the Health Benefits Act. [ ]
3. The reason for my election is (Place an "X" in proper box):
   (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. [1]
   (b) I am covered by a health insurance plan which is not under the Health Benefits Act. [2]
   (c) Any other reason. [3]

PART D — FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.

I elect to change my enrollment as shown by the enrollment number and other information in Part B.

1. Enrollment code number of present plan.
2. Number of event which permits change. (See table on back of duplicate for proper number.)
3. Date of event which permits change. MONTH DAY YEAR

PART E — ALL WHO REGISTER MUST FILL IN THIS PART.

William S. Tavel 5/27/60
(YOUR SIGNATURE—DO NOT PRINT) (DATE)

WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)

PART F — TO BE COMPLETED BY AGENCY.

1. NAME AND ADDRESS OF EMPLOYING OFFICE
   E Ray Jenkins
   FEDERAL BUREAU OF INVESTIGATION
   UNITED STATES DEPARTMENT OF JUSTICE
   WASHINGTON 25, D. C.
   (SIGNATURE OF AUTHORIZED AGENCY OFFICIAL)
2. DATE RECEIVED IN EMPLOYING OFFICE: 6-1-[illegible]
3. EFFECTIVE DATE OF ELECTION: [illegible]
4. PAYROLL OFFICE NO.: 13-02-0001
5. PAYROLL ACTION (INITIALS AND DATE): [illegible]

REMARKS — FOR USE ONLY BY APPLICANTS AND AGENCY.

Orig sent to Vouch-stat 12-22-71
djb

Triplicate—To Employing Office

APRIL 1960

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. MOHR

DATE: 7/1/60

FROM : W. S. TAVEL

SUBJECT: REVIEWING ERRORS

It is noted that since 4/22/60, I have been charged with 12 reviewing errors and, under existing regulations, since I have been scored with 12 errors during the period from 4/7/60 to 7/1/60, I am subject to censure.

RECOMMENDATION:

That I be censured for the above reviewing errors.

1 - Mr. Cavanaugh (sent direct)

WST:hif
(3)

Ltr of censure to Mr Tavel
7/6/60 JPM:pmd

247
46

RECORDED
46

6 JUL 12 1960

3/JPM

FD-185 (Rev. 6-20-57)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: WILLIAM S. TAVEL

Where Assigned: Assistant to the Director's Office
(Division) (Section, Unit)

Official Position Title: Inspector

Rating Period: from April 1, 1959 to March 31, 1960

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's Initials: ST

	Signature	Title	Date
Rated by:	[signature]	Assistant to the Director	3/31/60
Reviewed by:			
Rating Approved by:	[signature]	Assistant Director	APR 18 1960

TYPE OF REPORT

(X) Official
(X) Annual

REC-133

( ) Administrative
( ) 60-Day
( ) 90-Day
( ) Transfer
( ) Separation from Service
( ) Special

246

APR 19 1960

APR 22 1960

3-

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

FD-185a (Rev. 4-14-58)

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee WILLIAM S. TAVEL Title Inspector

Rating Period: from 4/1/59 to 3/31/60

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

+ Outstanding (exceeding excellent and deserving of special commendation).
E Excellent.
✓ Satisfactory (good or very good).
− Unsatisfactory.
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

1. "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
   A. Any element rated "Unsatisfactory" must be supported by narrative comments.
   B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

+ (1) Personal appearance.
+ (2) Personality and effectiveness of his personal contacts.
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
+ (4) Physical fitness (including health, energy, stamina).
+ (5) Resourcefulness and ingenuity.
+ (6) Forcefulness and aggressiveness as required.
+ (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
+ (8) Initiative and the taking of appropriate action on own responsibility.
+ (9) Planning ability and its application to the work.
E (10) Accuracy and attention to pertinent detail.
+ (11) Industry, including energetic, consistent application to duties.
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
E (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
O (14) Technical or mechanical skills.
O (15) Investigative ability and results:
   O (a) Internal security cases
   O (b) Criminal or general investigative cases
   O (c) Fugitive cases
   O (d) Applicant cases
   O (e) Accounting cases
O (16) Physical surveillance ability.
O (17) Firearms ability.
O (18) Development of informants and sources of information.
+ (19) Reporting ability:
   O (a) Investigative reports
   O (b) Summary reports
   + (c) Memos, letters, wires
   (Consider: + conciseness; + clarity; + organization; + thoroughness; + accuracy; + adequacy and pertinency of leads; + administrative detail.)
O (20) Performance as a witness.
+ (21) Executive ability:
   + (a) Leadership
   + (b) Ability to handle personnel
   + (c) Planning
   + (d) Making decisions
   + (e) Assignment of work
   + (f) Training subordinates
   + (g) Devising procedures
   + (h) Emotional stability
   + (i) Promoting high morale
   + (j) Getting results
O (22) Ability on raids and dangerous assignments:
   O (a) As leader
   O (b) As participant
+ (23) Organizational interest, such as making of suggestions for improvement.
+ (24) Ability to work under pressure.
(25) Miscellaneous. Specify and rate:
   Dictation ability

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Administrative

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Administrator

C. (1) Is employee available for general assignment wherever needs of service require? yes (If answer is not "yes," explain in narrative comments.)
(2) Is employee available for special assignment wherever needs of service require? yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? no 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? no (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☑ Yes ☐ No
If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: _____ EMPLOYEE'S INITIALS SI
Outstanding, Excellent, Satisfactory, Unsatisfactory

During the rating period, Mr. Tavel functioned as Personnel Officer and since January 1, 1960, has been Number One Man to the Assistant to the Director. In his present position he reviews mail and handles the transfers of Special Agent personnel, as well as the selection of Special Agent personnel for advancement.

Mr. Tavel exercises excellent judgment in connection with his responsibilities and is a dedicated, loyal Bureau employee. He works long hours without regard to his own health and his personal objective is to do his job in the very best manner possible. He has an exemplary attitude, is enthusiastic, amenable to criticism, seeks ways of doing the job better and offers constructive suggestions and ideas. He makes an excellent personal appearance and I definitely feel he has the potential for advancing to greater executive and administrative responsibilities in the Bureau. It is a pleasure to work with him as an associate. He is certainly entitled to the over-all rating of Excellent for his work during the past rating period.

ST

☆ U.S. GOVERNMENT PRINTING OFFICE: 1958 — 461965

1. Agency and organizational designations	2. Payroll period	3. Block No.	4. Slip No.
FBI, U.S. Dept. of Justice			

5. Employee's name (and social security account number when appropriate)	6. Grade and salary
12130 MR. WILLIAM S. TAVEL Inspector	GS 16 $14,430

PAYROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F.I.C.A.	STATE TAX	GROUP LIFE INS.			NET P
7. Previous normal													
8. New normal													
9. Pay this period													

10. Remarks:	11. Appropriation(s)	12. Prepared by
		13. Audited by

☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase

14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.
4-3-60	9-25-58	$14,190	$14,430	J. Ed. Hoover (Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):
Period(s):

☐ No excess LWOP. Total excess LWOP _____

(Check applicable box in case of excess LWOP)
☐ In pay status at end of waiting period.
☐ In LWOP status at end of waiting period.

dlb Initials of Ch

STANDARD FORM NO. 1126d—Revised
Form prescribed by Comp. Gen., U. S.
March 5, 1957 6 GAO 8000

PAYROLL CHANGE SLIP — PERSONNEL COPY

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

3-22-60

I certify that I have received the following Government property for official use:
~~returned~~

Foreign Operations Policy Manual #14

FILE
B.M
PER

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written Signature) William S. Tavel

(Typed Signature) William S. Tavel

MAR

DO-6

OFFICE OF DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

Mr. Tolson ✓
Mr. Mohr
Mr. Parsons
Mr. Belmont
Mr. Callahan
Mr. DeLoach
Mr. Malone
Mr. McGuire
Mr. Rosen
Mr. Tamm
Mr. Trotter
Mr. Jones
Mr. W.C. Sullivan
Tele. Room
Mr. Ingram
Miss Holmes
Miss Gandy

File ✓

4736 24th Road North
Arlington, Virginia
February 22, 1960

Mr. J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D.C.

Dear Mr. Hoover,

Your letter of February 18, and the lovely flowers were certainly deeply appreciated, and served to brighten a rather dull and tedious spell of lying in bed with the flu.

It is always rather frustrating to be confined at home when there is work to be done, but I have taken your advice, relaxed, and am glad to report that I feel well, and will return to work tomorrow. I cannot thank you enough for your thoughtfulness and interest in my welfare. My family was much impressed with your solicitude and it gives one a warm feeling to be associated with such a fine organization.

Sincerely,

/s/ William S. Tavel

COPY:hbb

35 EX-104

FEB 23 1960

REC-141

67-
245
64

MAR 1 1960

78

MAR 3 1960

4736 24th Road North
Arlington, Virginia
February 22, 1960

Mr. J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D.C.

Dear Mr. Hoover,

Your letter of February 18, and the lovely flowers were certainly deeply appreciated, and served to brighten a rather dull and tedious space of lying in bed with the flu.

It is always rather frustrating to be confined at home when there is work to be done, but I have taken your advice, relaxed, and am glad to report that I feel well, and will return to work tomorrow. I cannot thank you enough for your thoughtfulness and interest in my welfare. My family was much impressed with your solicitude, and it gives one a warm feeling to be associated with such a fine organization.

Sincerely,
William A. Tacol

February 16, 1960

~~PERSONAL~~

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

It is noted that a memorandum dated January 21, 1960, which recommended administrative action with respect to a Bureau employee, was routed to you for another purpose and you neglected to take appropriate steps to insure that the administrative action which had been recommended and approved was promptly taken.

You should have exercised more care in this instance and in the future you should insure that similar delays are not permitted to occur.

Very truly yours,

JIC:pmd
(4)

John Edgar Hoover
Director

1 - Mr. Mohr (~~Personal Attention~~)

MAILED 27
FEB 16 1960
COMM-FBI

FEB 16 3 18 PM '60
REC'D-READING ROOM
F B I

Based on memo J. F. Malone to Mr. Mohr 2-12-60 RKM:wmj.

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Gandy

MAIL ROOM ☐ / TELETYPE UNIT ☐

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. MOHR

DATE: February 12, 1960

FROM : MR. J. F. MALONE

SUBJECT: LETTER TO MR. RALPH H. LINDSEY
235 WEST MOUNTAIN
JACKSONVILLE, ALABAMA
DELAY IN ACKNOWLEDGMENT

BACKGROUND:

As a result of the delay in answering a piece of correspondence from captioned individual, Section Chief M. A. Jones, Crime Records Division, submitted a memorandum from himself to Mr. DeLoach dated 1/21/60, wherein he stated the primary responsibility was that of Special Agent William Donahue. Mitigating circumstances were explained. Assistant Director DeLoach added an addendum to this memorandum wherein he stated that despite the mitigating circumstances, the delay was excessive and he recommended a letter of censure for Special Agent Donahue. By longhand note Mr. Mohr added, "I am having Mr. Tavel of my office check the delinquency reporting system of this office." Both the addendum and the longhand note were dated 1/21/60. The memorandum was received in the Director's Office at 9:49 AM, 1/22/60. It was returned to Mr. Mohr's Office at 10:44 AM, 1/22/60. The Director concurred with both recommendations.

DELAY IN PREPARATION OF CENSURE:

Mr. Jones' memorandum was not received in the Administrative Division until 2/11/60. Upon its receipt a letter of censure was prepared for Special Agent Donahue. Administrative Division pointed up the delay and inquired as to the whereabouts of Jones' memorandum in the interim. They also recommended that the Training and Inspection Division fix the responsibility for this delay.

Attached are memoranda from Inspectors Tavel and Desmond. Inspector Tavel states Mr. Mohr handed him the memorandum on or about 1/22/60 with the instruction to check the delinquency reporting system in the Crime Records Division. Mr. Tavel neglected to forward Jones' memorandum to the Administrative Division for preparation of the letter of censure for Special Agent Donahue. While Inspector Tavel does not recall the exact date, he did give

RKM:wmj
(3)
1 - Mr. Callahan
Enclosures

the memorandum to Inspector Desmond (either on 1/27 or 1/29/60) to check into the delinquency reporting system in the Crime Records Division, and noted this action on the original memorandum. Mr. Tavel orally states he did not notify Mr. Desmond that the letter of censure for Special Agent Donahue had not been prepared.

Mr. Desmond states he received the Jones memorandum on 1/29/60 from Mr. Tavel with the instruction that he was to check into the delinquency reporting system of the Crime Records Division. No mention was made of the fact that the letter of censure for Special Agent Donahue had not been prepared, and Desmond did not notice that the notation normally placed on a memorandum of this type by the Administrative Division concerning the action taken, was missing. He kept the memorandum in his possession until he completed the survey of the Crime Records Division on 2/10/60 and forwarded the memorandum to the Administrative Division.

CONCLUSION:

Inspector Tavel should have forwarded the Jones memorandum of 1/21/60 to the Administrative Division on 1/22/60 upon its return from the Director's Office for the preparation of the letter of censure for Special Agent Donahue. He should have requested its return and then furnished it to Mr. Desmond for the requested survey.

Inspector Desmond, while not being specifically advised by Inspector Tavel that the letter of censure had not gone forward and while the responsibility was not primarily his, should have, during the period of time he had the memorandum in his possession, noted the absence of the administrative action as to Special Agent Donahue.

RECOMMENDATIONS:

1. That Inspector Tavel be censured for his failure to forward the memorandum to the Administrative Division so that immediate action could have been taken against Special Agent Donahue. If approved, to be handled by the Administrative Division.

2. Inspector Desmond be censured for his failure to note that the administrative action had not been taken during the time that he had the memorandum in question in his possession. If approved, to be handled by the Administrative Division.

2/12/60

Mr. Moore:

With respect to the delay in preparing a letter of censure to SA William L. Donahue in Crime Records Division, the memorandum from Mr. Jones to Mr. DeLoach dated 1/21/60 recommended such censure and Mr. Mohr noted: "I agree -- I am having Mr. Tavel of my office check the delinquency reporting system of this office." The Director noted "yes" with regard to the censure and to "do so" regarding my checking the delinquency reporting system. This memorandum was timestamped into Mr. Mohr's office on 1/22/60 at 10:44 A.M. I can only assume that I received it sometime that day. This was a Friday. The memorandum was checked to Mr. Callahan whose division the censure was to be prepared but was not received in that division until 2/11/60.

My only recollection concerning this memorandum is that after discussing the matter with Mr. Mohr he instructed that I have Mr. Desmond make the check into the delinquency reporting system in the Crime Records Division since he was to make an inspection of that division. I, therefore, turned the memorandum over to Mr. Desmond but I cannot recall the exact date that I did this. Mr. Desmond advises me that the inspection started on 1/27/60 which would have been the next Wednesday.

I sincerely regret that I did not insure that this memorandum was brought to the attention of the Administrative Division more promptly so that the letter of censure could be prepared.

W. S. Tavel

ST

62-[illegible]-242

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Inspector R. K. Moore

DATE: February 12, 1960

FROM : Inspector J. F. Desmond

SUBJECT: DELAY IN HANDLING REPLY TO LETTER FROM MR. RALPH H. LINDSEY

Re memo from C. R. Davidson to Mr. Callahan 2-11-60 and memo from M. A. Jones to Mr. DeLoach dated 1-21-60.

The memorandum of 1-21-60 was given to me by Inspector Tavel on 1-29-60, to the best of my recollection, after the inspection of the Crime Records Division had started. Inspector Tavel stated he had no further need of the memorandum and he initialed it and wrote my name in for the purpose of my making an inquiry into the delinquency reporting system of the Crime Records Division. Since the memorandum was dated a week previous and initialed by Inspector Tavel, I proceeded to handle the request that inquiry be made and utilized this memorandum in connection with the inspection.

JFD:mbk
(3)

62-24-3

FIELD FIREARMS TRAINING RECORD

SPECIAL AGENT TAVEL, WILLIAM S.

FD-40
3-25-47

Current thru 1956 - Prev. Rec. sent to Pers. Files.

OFFICE	MO./YR.	HS	PPC	SG	.30	MG	GAS	RD			QUALIFIED
SOG									273	2/57	
"									266	MAR 20 1957	
"		92	91	100	✓	86	DT	BA.		MAR 20 1957	
"		96	88	19		100	DT	RD.		MAY 14 1957	
"		84	91	18		82	DT	RD		JUL 23 1957	
"		90	91	100		70			185	11/19/57.	
"									283	12/57.	
"									291	FEB 58	
"									269	3/58	
"		86	92	100	✓	98	✓	DT.		3/58.	
"		84	88	17		92	DT	✓		MAY 22 1958	
"make up		84	91	100		0				9/30	
SOG		94	90	17		80				9/30	
"									277	11/58	
"									293	12/58	
"make up	3/"								284		
SOG	3/"								284.		
made-up 6-12-59		94	83	15			✓				
6-12-59		94	81	—				DT✓			
SOG	8-3/59	90	82	2				DT searches			
"	9-23/59	100	88	14							
"	10-20/51								278		
"	2-3/60								246		
38											

2 FEB 24 File in field personnel file.

Spsm

February 18, 1960

Mr. William S. Tavel
4736 24th Road, North
Arlington, Virginia

Dear Mr. Tavel:

I have been informed of your present illness and certainly hope that you will soon be well.

One of the most important things for you to do at this time is to dismiss all thoughts of work from your mind. I want you to take all the time necessary to bring about a full recovery.

Sincerely,

J. Edgar Hoover

MAILED 27
FEB 18 1960
COMM-FBI

FEB 18 1 17 PM '60
FBI
REC'D-READING ROOM

WSH:bak:gt (4)
1 - Mr. Clark

Note: SA Tavel commenced sick leave at 9:00 A.M. on 2/17/60 and is ill from the flu. It is hoped that he can return to work Tuesday, 2/23/60.

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

FD-253 (Rev. 8-7-57)

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

WASHINGTON 25, D. C.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA WILLIAM S. TAVEL
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of $10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of $10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name	Relationship	Date
PHYLLIS E. TAVEL	WIFE	2/5/60

Address 4736 24th Rd. N. ARLINGTON, VA.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing $1500 death benefit to beneficiary of agents killed in the line of duty.

Name	Relationship	Date
PHYLLIS E. TAVEL	WIFE	2/5/60

Address 4736 24th Rd. N. ARLINGTON, VA.

INDEXED
RECORDED
FEB 8 1960

Very truly yours,

William S. Tavel

Special Agent

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

1-19-60

I certify that I have ~~received~~ returned the following Government property for official use:

Manual of Instructions #660
Position Classisification Manual #3
Nurses Manual #2
Time and Attendance Manual #206
Keys to Rooms 4545, 4543, 4545-1 (Closet), 4525 (Closet & 2 floor cupboards), 5264 (Closet), 4725, 4519 (Closet-2)
Grand Master Key (Tel-key Cabinet)

FILE
3-M
LFL

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

19

Very truly yours,

PER

(Written Signature) William S. Tavel

(Typed Signature) William S. Tavel

Mr. Tolson
Mr. Mohr
Mr. Parsons
Mr. Belmont
Mr. Callahan
Mr. Conrad
Mr. Malone
Mr. DeLoach
Mr. Rosen
Mr. Tamm
Mr. Trotter
Mr. W.C. Sullivan
Tele. Room
Mr. Ingram
Miss Gandy

January 13, 1960

Mr. J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

I want to express my appreciation for my designation as Number One Man to Mr. Mohr. I am extremely pleased with the assignment and grateful for your confidence in me. It offers a real challenge, and the opportunity to broaden my knowledge of the Bureau's operations and policies. You may be sure I will remain alert to protect the Bureau's interests, and exert every effort to merit your approbation.

I would have requested to see you personally to thank you, but in view of the interview you recently afforded me, I felt such a request would be an imposition upon your time.

Sincerely,

William S. Tavel

William S. Tavel

242

EXP. PROC.

JAN 13 1960

File
3-

GPO/FBI FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : MR. TOLSON

DATE: January 8, 1960

FROM : J. P. MOHR

0 Administrative Div.

SUBJECT: PERSONNEL CHANGES

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Gandy

In view of the assignment of SA Everett J. Ingram to serve in the Director's Office, it will be necessary to select a replacement for him as my assistant. Accordingly, it is recommended:

1. That Inspector William S. Tavel, who has just been designated Number One Man of the Administrative Division, be approved as my assistant.

Mr. Tavel entered on duty on 9/8/41, is in GS-16, $14,190, 44 years of age and has a B. A. Degree. He has served in the Administrative Division since 7/9/50 and has had varied experience in several units in the Personnel Section. He served as Personnel Officer of the Bureau from 9/12/58 until 1/4/60 when he was designated Number One Man of the Administrative Division. Mr. Tavel is intelligent, enthusiastic, aggressive, and has a wealth of knowledge regarding the various functions of the Administrative Division. He previously served in my office for a considerable period of time and became acquainted with many of the duties that he would be handling if approved as my assistant. The Director saw Mr. Tavel on 5/11/59 and stated he makes an excellent personal appearance, seems to be intensely interested in his work and the Director rated him above average. He appears to be particularly well qualified for this assignment.

If the above recommendation is approved, it will be necessary to designate a replacement for Mr. Tavel as Number One Man of the Administrative Division. Accordingly, it is recommended:

2. That SA William S. Hyde, who has just been designated Personnel Officer of the Bureau, be designated Number One Man of the Administrative Division as a replacement for Mr. Tavel.

Mr. Hyde entered on duty 11/18/40, resigned 4/26/47, was reinstated 12/15/47, is in GS-15, $12,770, 44 years of age and has A. B. and LL. B. Degrees. He has been assigned to the Administrative Division since 4/17/50 and has had experience in almost every type of work handled in the Personnel Section. He was designated Assistant Personnel Officer on 1/30/59 and was designated Personnel Officer on 1/4/60. He is thoroughly familiar with all types of personnel actions,

EJI:hif
(1)

71

JAN 22 1960

REC-133

67-

2436

14 JAN 31 1960

Memorandum to Mr. Tolson
Re: PERSONNEL CHANGES

is an excellent contact man, is alert and conscientious. He has displayed outstanding intelligence in handling his various assignments and is completely loyal to the Director. His vast knowledge of personnel matters would be invaluable in serving as Number One Man of the Administrative Division. The Director saw SA Hyde on 5/25/59 and stated he makes a mature appearance and seemed to be intensely interested in the responsibilities assigned to him. On the basis of his qualifications he appears to be the logical selection to replace Mr. Tavel as Number One Man of the Administrative Division. Mr. Callahan concurs.

THE PERMANENT BRIEFS ON MESSRS. TAVEL AND HYDE ARE REPORTED TO BE IN THE DIRECTOR'S OFFICE.

January 8, 1960

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

I am pleased to advise that you are hereby designated Number One Man to the Assistant to the Director John P. Mohr effective immediately with no change in grade or salary.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

241

JAN 8 5 19 PM '60
REC'D-READING ROOM
F B I

1 - Mr. Mohr
1 - Mr. Callahan
1 - Mr. Conrad
1 - Mrs. Axtell
1 - Miss Usilton
1 - Movements Unit

FBI
REC'D WASHINGTON

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(8)

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

January 8, 1960

MEMORANDUM FOR MR. TOLSON

On January 7, 1960, I saw Inspector William S. Tavel of the Administrative Division, who has just been named the Number One Man of this Division. Mr. Tavel called to express his appreciation for his designation.

Mr. Tavel is a very substantial, well-appearing Agent, seems to be intensely interested in his assignment, and I would rate him above average.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

JEH:RM (5)

REC-141

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5 JAN 12 1960

Tolson
Mohr
Parsons
Belmont
Callahan
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Malone
McGuire
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Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Callahan

DATE: 1-5-60

FROM : W. S. Hyde

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SA WILLIAM S. TAVEL
Inspector
Number One Man
Administrative Division
EOD 9-8-41, GS-16, $14,190
Non-Veteran; Not in Reserve
Not on Probation

The following is a brief and concise summary of Mr. Tavel's record for the Director's use.

On 9-8-41 he entered on duty as a Special Agent and was transferred to the Seat of Government on 7-9-50 as a Supervisor in the Administrative Division. He subsequently served as a Unit Chief and Assistant Personnel Officer. From October, 1957, until 9-12-58 he was assigned to the Assistant Director's Office as his assistant. On 9-12-58 he was designated Personnel Officer and on 1-4-60 he was designated Number One Man of the Administrative Division.

He was last CENSURED by letter dated 5-29-58 for failure to discover an error that appeared in a letter to Mr. Harold J. Walker. He was last COMMENDED on 5-22-58 for the splendid success of the Fifth Annual FBI Vesper Service, held 5-18-58, at the New York Avenue Presbyterian Church. On 3-31-59 Mr. Mohr rated him OUTSTANDING and by letter dated 5-7-59 he received a CASH AWARD in the amount of $400.00 in recognition of his outstanding performance from 4-1-58 to 3-31-59.

By letter dated 5-7-59 to the Director he expressed regret for the inconvenience which had been caused him by the criticism which Mr. Tamm had made of his (Mr. Tavel's) inspection of the Training and Inspection Division. This letter was acknowledged by the Director on 5-8-59.

The Director saw him on 5-11-59 and stated he had called to express appreciation for the Outstanding rating which he had received together with a cash award of $400. He made an excellent personal appearance, seemed to be intensely interested in his work and rated him above average. The Director discussed with him generally the inspection which he had made of the Training and Inspection Division and told him that he considered that all in all, it was a job well done, but that by now he realized he had to lean over backwards to be meticulously accurate in any statements or findings in inspection work. Mr. Tavel stated he certainly realized this and regretted that there had been some controversy as a result of the inspection which he made of the Training and Inspection Division.

RECORDED 67-239

JAN 20 1960

JAN 12 1960

FDH:sb
(2) PERMANENT BRIEF ATTACHED

His daily average overtime for the last six month's is as follows: June, 2 hours 53 minutes; July, 2 hours 6 minutes; August, 1 hour 55 minutes; September, 2 hours 43 minutes; October, 2 hours 45 minutes; November, 2 hours 59 minutes.

As of January, 1959, he listed no Offices of Preference.

MR. TOLSON 12/31/59

J. P. MOHR

PERSONNEL CHANGES
ADMINISTRATIVE DIVISION

In connection with my duties, I would like to make the following recommendations as to personnel changes in the Administrative Division:

1. It is recommended that Special Agent Supervisor Everett J. Ingram, who has functioned in my front office in handling the selection of personnel for advancement and the transfer of Special Agent personnel, continue to be assigned to my office to handle such duties. Mr. Ingram has handled the duties in the past in a far above average manner and he has exercised excellent judgment in connection with the selections and recommendations he has made.

A permanent brief of his file is attached, it being noted that the Director saw him on October 3, 1958 and commented that he made an excellent personal appearance, seemed to be intensely interested and the Director believed he had definite possibilities for advancement in the Bureau.

2. It is recommended that Inspector William S. Tavel, Personnel Officer, be designated as Number One Man of the Administrative Division with no change in grade or salary.

A permanent brief of Mr. Tavel's file is attached and it is noted that he entered on duty as a Special Agent on September 8, 1941 and is presently in Grade GS 16, $14,190 per annum. He is 44 years of age, married and has two children. He has a Bachelor of Arts Degree and attended law school. He has been assigned to the Administrative Division since July 9, 1950 and he has done an outstanding job as Personnel Officer. It is noted that he has been interviewed by the Director on a couple of occasions and the Director has commented on him in an above average manner.

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Gandy

JPM:DW
(3)
Enclosures

MAIL ROOM ☐ TELETYPE UNIT ☐

3. It is recommended that Special Agent Supervisor William S. Hyde, Assistant Personnel Officer, be designated as Personnel Officer with no change in grade or salary at this time.

A permanent brief of Mr. Hyde's file is attached, it being noted that he entered on duty as a Special Agent on November 18, 1940 and is presently in Grade GS 15, $12,770 per annum. He is 44 years of age, married and has one child. He has Bachelor of Arts and Laws Degrees and is a member of the Pennsylvania State Bar. He has served in a number of divisional offices and has been a Supervisor in the Administrative Division since April 17, 1950.

Mr. Hyde has an excellent record in the Bureau's service, is a loyal and devoted Bureau employee and has capabilities of further advancing in the Bureau. The Director has seen Mr. Hyde and commented on him very favorably.

The foregoing recommendations have been discussed with Mr. Callahan and he concurs.

Standard Form 50—5 Part
Rev. July 1957
Promulgated by U. S. Civil Service Commission—FPM-R-1

NOTIFICATION OF PERSONNEL ACTION

1. NAME (LAST [CAPS]—First—Middle—Mr.—Miss—Mrs.)	2. DATE OF BIRTH	3. IDENTIFICATION (optional)
TAVEL, WILLIAM S. (MR.)	7-12-15	#12180

4. THIS IS AN OFFICIAL NOTICE OF THE PERSONNEL ACTION DESCRIBED BELOW, WHICH AFFECTS YOUR EMPLOYMENT. GENERAL INFORMATION CONCERNING YOUR EMPLOYMENT APPEARS ON THE REVERSE SIDE OF THIS FORM.

5. NATURE OF ACTION (standard terminology must be used)	6. EFFECTIVE DATE OF ACTION	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
REASSIGNMENT	1-4-60	EXCEPTED BY LAW

FROM—		TO—
Inspector (Personnel Officer)	8. POSITION TITLE AND NUMBER	Inspector
GS 16	9. SERIES, GRADE, SALARY	GS 16
$14,190 per annum		$14,190 per annum
	10. NAME AND LOCATION OF OFFICE BY WHICH EMPLOYED	
	11. DUTY STATION	

[ ] Yes — 12. APPORTIONED POSITION — [ ] Yes [ ] Apportionment Waived [ ] Proved — STATE:

13. VETERAN PREFERENCE				14. TENURE GROUP	15. POSITION OCCUPIED IS IN THE:	
No	5-pt.	10-pt. Disab.	10-pt. Other		[ ] Competitive Service	[X] Excepted Service
X						

16. APPROPRIATION	17. PAYROLL DEDUCTIONS			18. DATE OF APPOINTMENT AFFIDAVITS (accessions only)
From: S. & E., FBI	CSR	FICA	FEGLI	
To: Same				

19. REMARKS:

[ ] a. Subject to completion of 1 year probationary (or trial) period commencing

[ ] b. Service counting toward career (or permanent) tenure from:

Separations: Show reasons below, as required. Check, if applicable: [ ] c. During probation [ ] d. From appointment of 6 months or less

20. EMPLOYING DEPARTMENT OR AGENCY	22. SIGNATURE (or other authentication) AND TITLE
U. S. Department of Justice Federal Bureau of Investigation	J. Ed. Hoover Director
21. OFFICE MAINTAINING OFFICIAL PERSONNEL FOLDER (if different than item 10, above)	23. DATE:
Federal Bureau of Investigation Washington 25, D. C.	1-5-60

97 JAN 14 1960

☆U. S. GOVERNMENT PRINTING OFFICE: 1958—J471207

4. Personnel Folder Copy

January 4, 1960

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

I am pleased to advise you are hereby designated Number One Man of the Administrative Division effective immediately with no change in grade or salary.

Sincerely yours,

John Edgar Hoover
Director

MAILED 27
JAN 4 1960
COMM-FBI

238

JAN 4 3 49 PM '61
REC'D-READING ROOM
F B I

1 - Mr. Mohr
1 - Mr. Callahan
1 - Mr. Clayton
1 - Movement Unit

clp
(6)

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

132

MAIL ROOM ☐ TELETYPE UNIT ☐

Medical Information Below

FD-300 (Rev. 2-9-60)

Attachment to Standard Form 88, Report of Medical Examination
For Information and Guidance of Medical Examiner

Name of Examiner (Type or print) GAVEL (Last) WILLIAM (First) S. (Middle)

J. P. MOHR'S OFFICE

The following portions of the attached examination report form need not be completed:

2	62
3	65
4	67
9	68
11	69
14	72
17	76

46. Is necessary unless facilities for affording same are not readily available.

48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.

49. Is necessary unless facilities for affording same are not readily available.

71. Audiometer examinations should be afforded whenever possible.

For All Examinees, Whether Clerical or Special Agent Applicants or Employees:

The medical examiner should answer the following question:

Examinee ☐ is ☐ is not qualified for strenuous physical exertion.

To be Answered in the Case of All Male Employees and Male Applicants:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

   ☐ No ☐ Yes If "yes" please specify defects. _____

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

   ☐ No ☐ Yes If "yes" please specify defects. _____

   If examinee has defective vision, should he wear corrective glasses while operating a motor vehicle? ☐ Yes ☐ No

67

67-NOT RECORDED
10 AUG 1 1960

3

Desirable Weight Ranges for Males

Height	Small Frame	Medium Frame	Large Frame
5' 4"	117 - 125	123 - 135	131 - 148
5' 5"	120 - 129	126 - 139	134 - 152
5' 6"	124 - 133	130 - 143	138 - 157
5' 7"	128 - 137	134 - 148	143 - 162
5' 8"	132 - 141	138 - 152	147 - 166
5' 9"	136 - 146	142 - 156	151 - 170
5' 10"	140 - 150	146 - 161	155 - 175
5' 11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6' 1"	152 - 163	158 - 176	169 - 190
6' 2"	156 - 167	163 - 181	174 - 195
6' 3"	160 - 171	168 - 186	178 - 200
6' 4"	169 - 180	178 - 196	188 - 210
6' 5"	174 - 185	182 - 202	192 - 216

3. Examinee's frame is ☐ small ☐ medium ☐ large

4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☐ Satisfactory ☐ Excessive ☐ Deficient

5. Under proper medical supervision, examinee should ☐ lose _____ pounds
☐ gain _____ pounds

Remarks: Weight 165 1/4 lbs.

Florence L. O'Connor, R.N.
~~(Signature of Medical Examiner)~~

7-26-60
(Date)

Standard Form 88
(Rev. June 1956)

#4

REPORT OF MEDICAL EXAMINATION

FBI

1. LAST NAME—FIRST NAME—MIDDLE NAME	2. GRADE AND COMPONENT OR POSITION	IDENTIFICATION NO.
LAVEL, WILLIAM SAXBY	ASSISTANT DIRECTOR	

4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)	5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION
	ANNUAL	11-21-63

7. SEX	9. TOTAL YEARS GOVERNMENT SERVICE		10. AGENCY	11. ORGANIZATION UNIT
MALE	MILITARY	CIVILIAN		

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
7-12-15	SUMPTER, S. C.	

15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	16. OTHER INFORMATION
NNMC	

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY (Total)	LAST SIX MONTHS

CLINICAL EVALUATION

NORMAL	(Check each item in appropriate column; enter "NE" if not evaluated.)	ABNORMAL
	18. HEAD, FACE, NECK, AND SCALP	
	19. NOSE	
	20. SINUSES	
	21. MOUTH AND THROAT	
	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
	23. DRUMS (Perforation)	
	24. EYES—GENERAL (Visual acuity and refraction under items 59, 60 and 67)	
	25. OPHTHALMOSCOPIC	
	26. PUPILS (Equality and reaction)	
	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)	
	28. LUNGS AND CHEST (Include breasts)	
	29. HEART (Thrust, size, rhythm, sounds)	
	30. VASCULAR SYSTEM (Varicosities, etc.)	
	31. ABDOMEN AND VISCERA (Include hernia)	
	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate, if indicated)	
	33. ENDOCRINE SYSTEM	
	34. G-U SYSTEM	
	35. UPPER EXTREMITIES (Strength, range of motion)	
	36. FEET	
	37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)	
	38. SPINE, OTHER MUSCULOSKELETAL	
	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	✓
	40. SKIN, LYMPHATICS	
	41. NEUROLOGIC (Equilibrium tests under item 72)	
	42. PSYCHIATRIC (Specify any personality deviation)	
	43. PELVIC (Females only) (Check how done) ☐ VAGINAL ☐ RECTAL	

NOTES. (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)

REC-131

67-215522-291
Searched — Indexed — Filed
DEC 20 1963

#39 - Scar ⓛ arm
Smallpox
Scar, L 4th finger
volar surface.

ENCLOSURE

3/20

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively.)

O—Restorable teeth
I—Nonrestorable teeth
X—Missing teeth
XXX—Replaced by dentures
(6 X 8)—Fixed bridge, brackets to include abutments

RIGHT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	LEFT
	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	
	X	(X	)														

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES
Type 3
Class 1
no defects noted

LABORATORY FINDINGS

45. URINALYSIS: A. SPECIFIC GRAVITY	1.026	46. CHEST X-RAY (Place, date, film number and result)
B. ALBUMIN	Neg.	21219-63 Heart is not enlarged. Lung fields are clear. The mediastinum and bony thorax are normal in appearance.
C. SUGAR		
D. MICROSCOPIC	Neg.	

47. SEROLOGY (Specify test used and result)	48. EKG	49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS
Neg	WNL		

1 RECORDED

51

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT	52. WEIGHT	53. COLOR HAIR	54. COLOR EYES	55. BUILD	56. TEMPERATURE
69 1	165 3/4#	Brown	Hazel	☐ SLENDER ☐ MEDIUM ☐ HEAVY ☐ OBESE	

57. BLOOD PRESSURE (*Arm at heart level*)

A. SITTING	SYS. 112	B. RECUMBENT	SYS.	C. STANDING (3 min.)	SYS.
	DIAS. 72		DIAS.		DIAS.

58. PULSE (*Arm at heart level*)

A. SITTING	B. AFTER EXERCISE	C. 2 MIN. AFTER	D. RECUMBENT	E. AFTER STANDING 3 MIN.
76				

59. DISTANT VISION

RIGHT 20/ 40 CORR. TO 20/ 15

LEFT 20/ 70 CORR. TO 20/ 15

60. REFRACTION

BY Lens S. OX

BY Lens S. OX

61. NEAR VISION

— CORR. TO 24/15 BY Lens

— CORR. TO 24/15 BY Lens

62. HETEROPHORIA (*Specify distance*)

ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. CT PC PD

63. ACCOMMODATION

RIGHT LEFT

64. COLOR VISION (*Test used and result*) ADC 1940 — 18/18

65. DEPTH PERCEPTION (*Test used and score*)

UNCORRECTED

CORRECTED

66. FIELD OF VISION

67. NIGHT VISION (*Test used and score*)

68. RED LENS TEST

69. INTRAOCULAR TENSION

70. HEARING

RIGHT WV 15/15 SV 15/15

LEFT WV 15/15 SV 15/15

71. AUDIOMETER

	250 256	500 512	1000 1024	2000 2048	3000 2896	4000 4096	6000 6144	8000 8192
RIGHT								
LEFT								

72. PSYCHOLOGICAL AND PSYCHOMOTOR (*Tests used and score*)

73. NOTES (*Continued*) **AND SIGNIFICANT OR INTERVAL HISTORY**

(None)

(*Use additional sheets if necessary*)

74 SUMMARY OF DEFECTS AND DIAGNOSES (*List diagnoses with item numbers*)

No defects noted

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (*Specify*)

76. A. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (*Check*)

A. ☑ IS QUALIFIED FOR

B. ☐ IS NOT QUALIFIED FOR

B. PHYSICAL CATEGORY

A	B	C	E

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

79. TYPED OR PRINTED NAME OF PHYSICIAN — SIGNATURE Malcolm L. Pet

80. TYPED OR PRINTED NAME OF PHYSICIAN — SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (*Indicate which*) — SIGNATURE

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY — SIGNATURE — NUMBER OF ATTACHED SHEETS

U. S. GOVERNMENT PRINTING OFFICE: 1957 O—432236

Standard Form 89
(Rev. Aug. 1950)
BUREAU OF THE BUDGET
CIRCULAR A-32

REPORT OF MEDICAL HISTORY

THIS INFORMAT[illegible] FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTH[illegible] PERSONS

FBI 89-103

1. LAST NAME—FIRST NAME—MIDDLE NAME	2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
TAVEL, WILLIAM SAXBY	ASST. DIRECTOR	

4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)	5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION
4117 WOODACRE DRIVE, McLEAN, VA.	ANNUAL PHYSICAL	11-21-63

7. SEX	8. RACE	9. TOTAL YEARS GOVERNMENT SERVICE		10. AGENCY	11. ORGANIZATION UNIT
		MILITARY	CIVILIAN		
M	W		22	FBI	

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
7/12/15	SUMTER, S.C.	

15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	16. OTHER INFORMATION

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. *(Follow by description of past history, if complaint exists)*

VERY GOOD

18. FAMILY HISTORY

RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH
FATHER	77	GOOD		
MOTHER		DECEASED	CANCER	70
SPOUSE	39	VERY GOOD		
BROTHERS AND SISTERS	44	" " (SISTER)		
CHILDREN		EXCELLENT		
		"		

19. HAS ANY BLOOD RELATION *(Parent, brother, sister, other)* OR HUSBAND OR WIFE

YES	NO	(Check each item)	RELATION(S)
	✓	HAD TUBERCULOSIS	
	✓	HAD SYPHILIS	
	✓	HAD DIABETES	
✓		HAD CANCER	
	✓	HAD KIDNEY TROUBLE	
	✓	HAD HEART TROUBLE	
✓		HAD STOMACH TROUBLE	FATHER. ULCER
	✓	HAD RHEUMATISM *(Arthritis)*	
	✓	HAD ASTHMA, HAY FEVER, HIVES	
	✓	HAD EPILEPSY *(Fits)*	
	✓	COMMITTED SUICIDE	
✓		BEEN INSANE	MATERNAL UNCLE

b6
b7C

20. HAVE YOU EVER HAD OR HAVE YOU NOW *(Place check at left of each item)*

YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
	✓	SCARLET FEVER, ERYSIPELAS		✓	GOITER		✓	TUMOR, GROWTH, CYST, CANCER		✓	"TRICK" OR LOCKED KNEE
	✓	DIPHTHERIA		✓	TUBERCULOSIS		✓	RUPTURE		✓	FOOT TROUBLE
	✓	RHEUMATIC FEVER		✓	SOAKING SWEATS (Night sweats)		✓	APPENDICITIS		✓	NEURITIS
	✓	SWOLLEN OR PAINFUL JOINTS		✓	ASTHMA	✓		PILES OR RECTAL DISEASE		✓	PARALYSIS (Inc. infantile)
✓		MUMPS 1 side		✓	SHORTNESS OF BREATH		✓	FREQUENT OR PAINFUL URINATION		✓	EPILEPSY OR FITS
	✓	WHOOPING COUGH		✓	PAIN OR PRESSURE IN CHEST		✓	KIDNEY STONE OR BLOOD IN URINE		✓	CAR, TRAIN, SEA, OR AIR SICKNESS
	✓	FREQUENT OR SEVERE HEADACHE	✓		CHRONIC COUGH		✓	SUGAR OR ALBUMIN IN URINE		✓	FREQUENT TROUBLE SLEEPING
	✓	DIZZINESS OR FAINTING SPELLS		✓	PALPITATION OR POUNDING HEART		✓	BOILS		✓	FREQUENT OR TERRIFYING NIGHTMARES
✓		EYE TROUBLE (wear glasses)		✓	HIGH OR LOW BLOOD PRESSURE		✓	VENEREAL DISEASE		✓	DEPRESSION OR EXCESSIVE WORRY
	✓	EAR, NOSE OR THROAT TROUBLE		✓	CRAMPS IN YOUR LEGS		✓	RECENT GAIN OR LOSS OF WEIGHT		✓	LOSS OF MEMORY OR AMNESIA
	✓	RUNNING EARS		✓	FREQUENT INDIGESTION		✓	ARTHRITIS OR RHEUMATISM		✓	BED WETTING
✓		CHRONIC OR FREQUENT COLDS		✓	STOMACH, LIVER OR INTESTINAL TROUBLE		✓	BONE, JOINT, OR OTHER DEFORMITY		✓	NERVOUS TROUBLE OF ANY SORT
	✓	SEVERE TOOTH OR GUM TROUBLE		✓	GALL BLADDER TROUBLE OR GALL STONES		✓	LAMENESS		✓	ANY DRUG OR NARCOTIC HABIT
	✓	SINUSITIS		✓	JAUNDICE		✓	LOSS OF ARM, LEG, FINGER, OR TOE		✓	EXCESSIVE DRINKING HABIT
	✓	HAY FEVER		✓	ANY REACTION TO SERUM, DRUG OR MEDICINE		✓	PAINFUL OR "TRICK" SHOULDER OR ELBOW		✓	HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER *(Check each item)*

YES	NO	(Check each item)	YES	NO	(Check each item)
✓		WORN GLASSES		✓	ATTEMPTED SUICIDE
	✓	WORN AN ARTIFICIAL EYE		✓	BEEN A SLEEP WALKER
	✓	WORN HEARING AIDS		✓	LIVED WITH ANYONE WHO HAD TUBERCULOSIS
	✓	STUTTERED OR STAMMERED	✓		COUGHED UP BLOOD
✓		WORN A BRACE OR BACK SUPPORT		✓	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION

22. FEMALES ONLY: A. HAVE YOU EVER— B. COMPLETE THE FOLLOWING:

YES	NO	(Check each item)	(Check each item)
		BEEN PREGNANT	AGE AT ONSET OF MENSTRUATION
		HAD A VAGINAL DISCHARGE	INTERVAL BETWEEN PERIODS
		BEEN TREATED FOR A FEMALE DISORDER	DURATION OF PERIODS
		HAD PAINFUL MENSTRUATION	DATE OF LAST PERIOD
		HAD IRREGULAR MENSTRUATION	QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY

23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?	24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS	25. WHAT IS YOUR USUAL OCCUPATION?	26. ARE YOU (Check one)
	22 yrs. 3 mos.	ASST. DIR. FBI	☑ RIGHT HANDED ☐ LEFT HANDED

ENCLOSURE 67-215528-29

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT	
	✓	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.	
	✓	B. INABILITY TO PERFORM CERTAIN MOTIONS	
	✓	C. INABILITY TO ASSUME CERTAIN POSITIONS	
	✓	D. OTHER MEDICAL REASONS (*If yes, give reasons*)	
	✓	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?	
	✓	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (*If yes, give details*)	
	✓	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (*If yes, state reason and give details*)	
	✓	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (*If yes, state reason and give details*)	
	✓	32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (*If yes, describe and give age at which occurred*)	
	✓	33. HAVE YOU EVER BEEN A PATIENT (*committed or voluntary*) IN A MENTAL HOSPITAL OR SANATORIUM? (*If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic*)	
		34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (*If yes, specify when, where, and give details*)	1943 - collar bone - rt. pulled loose. no trouble since.
✓		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (*If yes, give complete address of doctor, hospital, clinic, and details*)	1952 Bronchoscopy - Garfield Hospital Wash D.C.
	✓	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (*If yes, which illnesses*)	
	✓	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (*If yes, give date and reason for rejection*)	
	✓	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (*If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability*)	
	✓	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (*If yes, specify what kind, granted by whom, and what amount, when, why*)	

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE	SIGNATURE
WILLIAM S. TAVEL	William S. Tavel

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (*Physician shall comment on all positive answers in items 20 thru 39*)

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER	DATE	SIGNATURE	NUMBER OF ATTACHED SHEETS

U.S. GOVERNMENT PRINTING OFFICE 1950—O-52655

FD-300 (Rev. 10-10-62)

Attachment to Standard Form 88, Report of Medical Examination

For Information and Guidance of Medical Examiner

ASSISTANT DIRECTOR, F.B.I.

Name of Examinee (Type or print) TAVEL, (Last) WILLIAM (First) SAXBY (Middle)

The following portions of the attached examination report form need not be completed:

2	14	68
3	17	69
4	62	72
9	65	76
11	67	

46. Is necessary unless facilities for affording same are not readily available.

48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.

49. Is necessary unless facilities for affording same are not readily available.

71. Audiometer examinations should be afforded whenever possible for all Special Agent applicants and Special Agents. Applicants for the Special Agent position will not be accepted if the hearing loss exceeds a 15 decibel average in each ear in the conversational speech range (500, 1000, 2000 cycles).

For All Examinees, Whether Clerical or Special Agent Applicants or Employees:

The medical examiner should answer the following question:

Examinee ☑ is ☐ is not qualified for strenuous physical exertion.

To be Answered in the Case of All Male Employees and Male Applicants:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

   ☑ No ☐ Yes If "yes" please specify defects. _____

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

   ☑ No ☐ Yes If "yes" please specify defects. _____

3. For safe driving of motor vehicles, Civil Service Commission requires distant vision must test at least 20/40 in one eye and 20/100 in the other, corrected or uncorrected. Should examinee wear corrective glasses while operating a motor vehicle? ☐ Yes ☑ No
   If recommendation is based on a factor other than above standard, indicate basis _____

67-215528-271

Desirable Weight Ranges for Males

Height	Small Frame	Medium Frame	Large Frame
5' 4"	117 - 125	123 - 135	131 - 148
5' 5"	120 - 129	126 - 139	134 - 152
5' 6"	124 - 133	130 - 143	138 - 157
5' 7"	128 - 137	134 - 148	143 - 162
5' 8"	132 - 141	138 - 152	147 - 166
5' 9"	136 - 146	142 - 156	151 - 170
5' 10"	140 - 150	146 - 161	155 - 175
5' 11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6' 1"	152 - 163	158 - 176	169 - 190
6' 2"	156 - 167	163 - 181	174 - 195
6' 3"	160 - 171	168 - 186	178 - 200
6' 4"	169 - 180	178 - 196	188 - 210
6' 5"	174 - 185	182 - 202	192 - 216

4. Examinee's frame is ☐ small ☐ medium ☑ large

5. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☑ Satisfactory ☐ Excessive ☐ Deficient

6. Under proper medical supervision, examinee should ☐ lose _____ pounds
☐ gain _____ pounds

Remarks: _____

Malcolm L. Petway
(Signature of Medical Examiner)
Lt. (MC) USNR
11-21-63
(Date)

Standard Form 88
(Rev. June 1956)
Bureau of the Budget
Circular A-32 (Rev.)

REPORT OF MEDICAL EXAMINATION

88-105

F.B.I.

1. LAST NAME—FIRST NAME—MIDDLE NAME: Tavel, William Saxby
2. GRADE AND COMPONENT OR POSITION: Assistant Director
3. IDENTIFICATION NO.:
4. HOME ADDRESS (Number, street or R.F.D., city or town, zone and State):
5. PURPOSE OF EXAMINATION: Annual
6. DATE OF EXAMINATION: 11-8-62
7. SEX: M
8. RACE: W
9. TOTAL YEARS GOVERNMENT SERVICE: MILITARY / CIVILIAN
10. AGENCY:
11. ORGANIZATION UNIT:
12. DATE OF BIRTH: 7/12/15
13. PLACE OF BIRTH: Sumter, S.C.
14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN:
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS: NNMC
16. OTHER INFORMATION:
17. RATING OR SPECIALTY:
TIME IN THIS CAPACITY (Total):
LAST SIX MONTHS:

CLINICAL EVALUATION

NORMAL	(Check each item in appropriate column; enter "NE" if not evaluated.)	ABNORMAL
	18. HEAD, FACE, NECK, AND SCALP	
	19. NOSE	
	20. SINUSES	
	21. MOUTH AND THROAT	
	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
	23. DRUMS (Perforation)	
	24. EYES—GENERAL (Visual acuity and refraction under items 59, 60 and 67)	
	25. OPHTHALMOSCOPIC	
	26. PUPILS (Equality and reaction)	
	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)	
	28. LUNGS AND CHEST (Include breasts)	
	29. HEART (Thrust, size, rhythm, sounds)	
	30. VASCULAR SYSTEM (Varicosities, etc.)	
	31. ABDOMEN AND VISCERA (Include hernia)	
	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate, if indicated)	X
	33. ENDOCRINE SYSTEM	
	34. G-U SYSTEM	
	35. UPPER EXTREMITIES (Strength, range of motion)	
	36. FEET	
	37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)	
	38. SPINE, OTHER MUSCULOSKELETAL	
	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
	40. SKIN, LYMPHATICS	
	41. NEUROLOGIC (Equilibrium tests under item 72)	
	42. PSYCHIATRIC (Specify any personality deviation)	
	43. PELVIC (Females only) (Check how done) ☐ VAGINAL ☐ RECTAL	

NOTES. (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)

#3 Relaxed int sphincter

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively.)

o—Restorable teeth
/—Nonrestorable teeth
X—Missing teeth
XXX—Replaced by dentures
(6 X 8)—Fixed bridge, brackets to include abutments

RIGHT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	LEFT
	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	
	X	X															

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES: No Defects Noted

LABORATORY FINDINGS

45. URINALYSIS: A. SPECIFIC GRAVITY: 1.023
B. ALBUMIN:
C. SUGAR: Neg.
D. MICROSCOPIC: Neg.
46. CHEST X-RAY (Place, date, film number and result): PA + Lateral views of the chest 20544-62 are normal.
47. SEROLOGY (Specify test used and result): Neg.
48. EKG: WNL
49. BLOOD TYPE AND RH FACTOR:
50. OTHER TESTS: 67-215528-282

REC-131

Searched ____ Indexed ____ Filed ____
1 NOV 27 1962

51

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT	52. WEIGHT	53. COLOR HAIR	54. COLOR EYES	55. BUILD:	56. TEMPERATURE
5'9	168	Brn	Hzl	☐ SLENDER ☐ MEDIUM ☒ HEAVY ☐ OBESE	

57. BLOOD PRESSURE (*Arm at heart level*)						58. PULSE (*Arm at heart level*)				
A. SITTING	SYS. 120	B. RECUMBENT	SYS.	C. STANDING (*3 min.*)	SYS.	A. SITTING	B. AFTER EXERCISE	C. 2 MIN. AFTER	D. RECUMBENT	E. AFTER STANDING 3 MIN.
	DIAS. 82		DIAS.		DIAS.	72				

59. DISTANT VISION	60. REFRACTION	61. .75 m NEAR VISION
RIGHT 20/ 30 CORR. TO 20/ 20	BY S. OX	— CORR. TO Arms Length
LEFT 20/ 50 CORR. TO 20/ 20	BY S. OX	— CORR. TO Arms Length

62. HETEROPHORIA (*Specify distance*)

ES°	EX°	R. H.	L. H.	PRISM DIV.	PRISM CONV. CT	PC	PD

63. ACCOMMODATION		64. COLOR VISION (*Test used and result*)	65. DEPTH PERCEPTION (*Test used and score*)	
RIGHT	LEFT	AOC 1940 18/18		UNCORRECTED
				CORRECTED
66. FIELD OF VISION		67. NIGHT VISION (*Test used and score*)	68. RED LENS TEST	69. INTRAOCULAR TENSION

70. HEARING

RIGHT WV 15 /15 SV 15 /15

LEFT WV 15 /15 SV 15 /15

71. AUDIOMETER

	250 256	500 512	1000 1024	2000 2048	3000 2896	4000 4096	6000 6144	8000 8192
RIGHT	-5	-5	-10	0		0		15
LEFT	-5	-5	-10	-5		-10		0

72. PSYCHOLOGICAL AND PSYCHOMOTOR (*Tests used and score*)

73. NOTES (*Continued*) AND SIGNIFICANT OR INTERVAL HISTORY

71. Audiogram is entirely normal. [illegible]

(*Use additional sheets if necessary*)

74. SUMMARY OF DEFECTS AND DIAGNOSES (*List diagnoses with item numbers*)

Sphincter int relaxed

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (*Specify*)

Rectal Bulbs

76. A. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (*Check*)

A. ☒ IS QUALIFIED FOR
B. ☐ IS NOT QUALIFIED FOR

B. PHYSICAL CATEGORY

A	B	C	E

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

79. TYPED OR PRINTED NAME OF PHYSICIAN	SIGNATURE [illegible]
80. TYPED OR PRINTED NAME OF PHYSICIAN	SIGNATURE
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (*Indicate which*)	SIGNATURE
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY	SIGNATURE / NUMBER OF ATTACHED SHEETS

U.S. GOVERNMENT PRINTING OFFICE : 1960 O—544365

Standard Form 89
(Rev. Aug. 1950)
BUREAU OF THE BUDGET
CIRCULAR A-32

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

FBI

1. LAST NAME—FIRST NAME—MIDDLE NAME	2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
TAVEL, WILLIAM SAXBY	ASSISTANT DIRECTOR	

4. HOME ADDRESS (*Number, street or RFD, city or town, zone and State*)	5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION
	ANNUAL PHYSICAL	

7. SEX	8. RACE	9. TOTAL YEARS GOVERNMENT SERVICE		10. AGENCY	11. ORGANIZATION UNIT
		MILITARY	CIVILIAN		
M	W				

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
7/12/15	SUMTER, S.C.	

15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	16. OTHER INFORMATION

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (*Follow by description of past history, if complaint exists*)

18. FAMILY HISTORY

RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH
FATHER	76	good		
MOTHER	deceased -		Cancer	69
SPOUSE	39	very good		
BROTHERS AND SISTERS	43	excellent		
CHILDREN		Excellent		
		"		

19. HAS ANY BLOOD RELATION (*Parent, brother, sister, other*) OR HUSBAND OR WIFE

YES	NO	(*Check each item*)	RELATION(S)
	✓	HAD TUBERCULOSIS	
	✓	HAD SYPHILIS	
	✓	HAD DIABETES	
✓		HAD CANCER	Mother
	✓	HAD KIDNEY TROUBLE	
	✓	HAD HEART TROUBLE	
✓		HAD STOMACH TROUBLE	father - ulcer.
	✓	HAD RHEUMATISM (*Arthritis*)	
	✓	HAD ASTHMA, HAY FEVER, HIVES	
	✓	HAD EPILEPSY (*Fits*)	
	✓	COMMITTED SUICIDE	
✓		BEEN INSANE	maternal uncle.

b6
b7C

20. HAVE YOU EVER HAD OR HAVE YOU NOW (*Place check at left of each item*)

YES	NO	(*Check each item*)	YES	NO	(*Check each item*)	YES	NO	(*Check each item*)	YES	NO	(*Check each item*)
	✓	SCARLET FEVER, ERYSIPELAS		✓	GOITER		✓	TUMOR, GROWTH, CYST, CANCER		✓	"TRICK" OR LOCKED KNEE
	✓	DIPHTHERIA		✓	TUBERCULOSIS		✓	RUPTURE		✓	FOOT TROUBLE
	✓	RHEUMATIC FEVER		✓	SOAKING SWEATS (*Night sweats*)		✓	APPENDICITIS		✓	NEURITIS
	✓	SWOLLEN OR PAINFUL JOINTS		✓	ASTHMA	✓		PILES OR RECTAL DISEASE (prolapse)		✓	PARALYSIS (*Inc. infantile*)
✓		MUMPS		✓	SHORTNESS OF BREATH		✓	FREQUENT OR PAINFUL URINATION		✓	EPILEPSY OR FITS
	✓	WHOOPING COUGH		✓	PAIN OR PRESSURE IN CHEST		✓	KIDNEY STONE OR BLOOD IN URINE		✓	CAR, TRAIN, SEA, OR AIR SICKNESS
	✓	FREQUENT OR SEVERE HEADACHE	✓		CHRONIC COUGH		✓	SUGAR OR ALBUMIN IN URINE		✓	FREQUENT TROUBLE SLEEPING
	✓	DIZZINESS OR FAINTING SPELLS		✓	PALPITATION OR POUNDING HEART		✓	BOILS		✓	FREQUENT OR TERRIFYING NIGHTMARES
	✓	EYE TROUBLE		✓	HIGH OR LOW BLOOD PRESSURE		✓	VENEREAL DISEASE		✓	DEPRESSION OR EXCESSIVE WORRY
	✓	EAR, NOSE OR THROAT TROUBLE		✓	CRAMPS IN YOUR LEGS		✓	RECENT GAIN OR LOSS OF WEIGHT		✓	LOSS OF MEMORY OR AMNESIA
	✓	RUNNING EARS		✓	FREQUENT INDIGESTION		✓	ARTHRITIS OR RHEUMATISM		✓	BED WETTING
✓		CHRONIC OR FREQUENT COLDS		✓	STOMACH, LIVER OR INTESTINAL TROUBLE		✓	BONE, JOINT, OR OTHER DEFORMITY		✓	NERVOUS TROUBLE OF ANY SORT
	✓	SEVERE TOOTH OR GUM TROUBLE		✓	GALL BLADDER TROUBLE OR GALL STONES		✓	LAMENESS		✓	ANY DRUG OR NARCOTIC HABIT
	✓	SINUSITIS		✓	JAUNDICE		✓	LOSS OF ARM, LEG, FINGER, OR TOE		✓	EXCESSIVE DRINKING HABIT
	✓	HAY FEVER		✓	ANY REACTION TO SERUM, DRUG OR MEDICINE		✓	PAINFUL OR "TRICK" SHOULDER OR ELBOW		✓	HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (*Check each item*)

✓		WORN GLASSES		✓	ATTEMPTED SUICIDE
	✓	WORN AN ARTIFICIAL EYE		✓	BEEN A SLEEP WALKER
	✓	WORN HEARING AIDS		✓	LIVED WITH ANYONE WHO HAD TUBERCULOSIS
	✓	STUTTERED OR STAMMERED	✓		COUGHED UP BLOOD
✓		WORN A BRACE OR BACK SUPPORT		✓	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION

22. FEMALES ONLY: A. HAVE YOU EVER— B. COMPLETE THE FOLLOWING:

		BEEN PREGNANT	AGE AT ONSET OF MENSTRUATION
		HAD A VAGINAL DISCHARGE	INTERVAL BETWEEN PERIODS
		BEEN TREATED FOR A FEMALE DISORDER	DURATION OF PERIODS
		HAD PAINFUL MENSTRUATION	DATE OF LAST PERIOD
		HAD IRREGULAR MENSTRUATION	QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY

23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?	24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS	25. WHAT IS YOUR USUAL OCCUPATION?	26. ARE YOU (*Check one*)
1	21 years	Asst. Dir. FBI	☑ RIGHT HANDED ☐ LEFT HANDED

ENCLOSURE 67-215528-282

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT	
	✓	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.	
	✓	B. INABILITY TO PERFORM CERTAIN MOTIONS	
	✓	C. INABILITY TO ASSUME CERTAIN POSITIONS	
	✓	D. OTHER MEDICAL REASONS (*If yes, give reasons*)	
	✓	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?	
	✓	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (*If yes, give details*)	
	✓	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (*If yes, state reason and give details*)	
	✓	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (*If yes, state reason and give details*)	
	✓	32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (*If yes, describe and give age at which occurred*)	
	✓	33. HAVE YOU EVER BEEN A PATIENT (*committed or voluntary*) IN A MENTAL HOSPITAL OR SANATORIUM? (*If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic*)	
		34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (*If yes, specify when, where, and give details*)	collar bone dislocated 1943
		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (*If yes, give complete address of doctor, hospital, clinic, and details*)	- chest examined - bronchoscopy about 1952 Garfield Hospital D.C. -
	✓	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (*If yes, which illnesses*)	
	✓	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (*If yes, give date and reason for rejection*)	
	✓	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (*If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability*)	
	✓	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (*If yes, specify what kind, granted by whom, and what amount, when, why*)	

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE	SIGNATURE
WILLIAM S. TAVEL	William S. Tavel

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (*Physician shall comment on all positive answers in items 20 thru 39*)

Big plate to check lung defect
1955

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER	DATE	SIGNATURE	NUMBER OF ATTACHED SHEETS
	11/8/66		

U.S. GOVERNMENT PRINTING OFFICE 1955—O-5276

FD-300 (Rev. 4-10-62)

Attachment to Standard Form 88, Report of Medical Examination
For Information and Guidance of Medical Examiner

Name of Examinee *(Type or print)* Travel, William Saxby
Last *First* *Middle*

The following portions of the attached examination report form need not be completed:

2	14	68
3	17	69
4	62	72
9	65	76
11	67	

46. Is necessary unless facilities for affording same are not readily available.

48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.

49. Is necessary unless facilities for affording same are not readily available.

71. Audiometer examinations should be afforded whenever possible for all Special Agent applicants and Special Agents. Applicants for the Special Agent position will not be accepted if the hearing loss exceeds a 15 decibel average in each ear in the conversational speech range (500, 1000, 2000 cycles).

For All Examinees, Whether Clerical or Special Agent Applicants or Employees:

The medical examiner should answer the following question:

Examinee ☑ is ☐ is not qualified for strenuous physical exertion.

To be Answered in the Case of All Male Employees and Male Applicants:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

   ☑ No ☐ Yes If "yes" please specify defects. _____

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

   ☑ No ☐ Yes If "yes" please specify defects. _____

If examinee has defective vision, should he wear corrective glasses while operating a motor vehicle? ☐ Yes ☑ No

ENCLOSURE

51

67-215528-282

Desirable Weight Ranges for Males

Height	Small Frame	Medium Frame	Large Frame
5' 4"	117 - 125	123 - 135	131 - 148
5' 5"	120 - 129	126 - 139	134 - 152
5' 6"	124 - 133	130 - 143	138 - 157
5' 7"	128 - 137	134 - 148	143 - 162
5' 8"	132 - 141	138 - 152	147 - 166
5' 9"	136 - 146	142 - 156	151 - 170
5' 10"	140 - 150	146 - 161	155 - 175
5' 11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6' 1"	152 - 163	158 - 176	169 - 190
6' 2"	156 - 167	163 - 181	174 - 195
6' 3"	160 - 171	168 - 186	178 - 200
6' 4"	169 - 180	178 - 196	188 - 210
6' 5"	174 - 185	182 - 202	192 - 216

RECD-ADMIN. DIV.
FEB 27 4 45 PM '62

3. Examinee's frame is ☐ small ☐ medium ☑ large

4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☑ Satisfactory ☐ Excessive ☐ Deficient

5. Under proper medical supervision, examinee should ☐ lose _____ pounds
☐ gain _____ pounds

Remarks: _____

(Signature of Medical Examiner)

11-8-61
(Date)

Standard Form 88
(Rev. June 1956)

REPORT OF MEDICAL EXAMINATION

#2

F.B.I.

1. LAST NAME—FIRST NAME—MIDDLE NAME	2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
TAVEL, WILLIAM SAXBY	Assistant Director	

4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)	5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION
	Annual Exam	10-18-61

7. SEX	8. RACE	9. TOTAL YEARS GOVERNMENT SERVICE		10. AGENCY	11. ORGANIZATION UNIT
		MILITARY	CIVILIAN		
M	W				

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
7-12-15	Sumter, S.C.	

15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	16. OTHER INFORMATION
NNMC	

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY (Total)	LAST SIX MONTHS

CLINICAL EVALUATION

NORMAL	(Check each item in appropriate column; enter "NE" if not evaluated.)	ABNORMAL
	18. HEAD, FACE, NECK, AND SCALP	
	19. NOSE	
	20. SINUSES	
	21. MOUTH AND THROAT	
	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
	23. DRUMS (Perforation)	
	24. EYES—GENERAL (Visual acuity and refraction under items 59, 60 and 67)	
NE	25. OPHTHALMOSCOPIC	
	26. PUPILS (Equality and reaction)	
	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)	
	28. LUNGS AND CHEST (Include breasts)	
	29. HEART (Thrust, size, rhythm, sounds)	
	30. VASCULAR SYSTEM (Varicosities, etc.)	
	31. ABDOMEN AND VISCERA (Include hernia)	
	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate, if indicated)	X
	33. ENDOCRINE SYSTEM	
	34. G-U SYSTEM	
	35. UPPER EXTREMITIES (Strength, range of motion)	
	36. FEET	
	37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)	
	38. SPINE, OTHER MUSCULOSKELETAL	
	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
	40. SKIN, LYMPHATICS	
	41. NEUROLOGIC (Equilibrium tests under item 72)	
	42. PSYCHIATRIC (Specify any personality deviation)	
	43. PELVIC (Females only) (Check how done) ☐ VAGINAL ☐ RECTAL	

NOTES. (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)

sl. relaxation of rectal mucosa.

REC-147

67-215524-271

Searched

8 NOV 2 1961

REC-147

7 ENCLOSURE

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively.)

O—Restorable teeth
I—Nonrestorable teeth
X—Missing teeth
XXX—Replaced by dentures
(6 X 8)—Fixed bridge, brackets to include abutments

RIGHT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	LEFT
	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	
	X	X							I	O	T						

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

No dental defects.

LABORATORY FINDINGS

45. URINALYSIS: A. SPECIFIC GRAVITY	1.025		46. CHEST X-RAY (Place, date, film number and result)
B. ALBUMIN	Neg.	D. MICROSCOPIC	18874-61 Normal
C. SUGAR		Neg.	
47. SEROLOGY (Specify test used and result)	48. EKG	49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS
Neg.	WNL		

33

S. Tarsel

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT	52. WEIGHT	53. COLOR HAIR	54. COLOR EYES	55. BUILD	56. TEMPERATURE
69 cm	164	Brown	Hazel	☐ SLENDER ☐ MEDIUM ☒ HEAVY ☐ OBESE	97.8

57. BLOOD PRESSURE (*Arm at heart level*)

A. SITTING	SYS. 106	B. RECUMBENT	SYS.	C. STANDING (3 min.)	SYS.
	DIAS. 70		DIAS.		DIAS.

58. PULSE (*Arm at heart level*)

A. SITTING	B. AFTER EXERCISE	C. 2 MIN. AFTER	D. RECUMBENT	E. AFTER STANDING 3 MIN.
80				

59. DISTANT VISION

RIGHT 20/ 30 CORR. TO 20/ 20

LEFT 20/ 40 CORR. TO 20/ 20

60. REFRACTION

BY lens OX

BY lens OX

REC'D - ADMIN. DIV. FBI

61. NEAR VISION 75 M

20/12 CORR. TO 20/12 BY lens

CORR. TO 20/12 BY lens

62. HETEROPHORIA (*Specify distance*)

ES° EX° R. H. OCT 30 L. H. 9 05 AM '61 PRISM DIV. PRISM CONV. CT PC PD

63. ACCOMMODATION

RIGHT LEFT

64. COLOR VISION (*Test used and result*) AOC-1940 18/18

65. DEPTH PERCEPTION (*Test used and score*)

UNCORRECTED

CORRECTED

66. FIELD OF VISION

67. NIGHT VISION (*Test used and score*)

68. RED LENS TEST

69. INTRAOCULAR TENSION

70. HEARING

RIGHT WV 15 /15 SV 15 /15

LEFT WV 15 /15 SV 15 /15

71. AUDIOMETER

	250 256	500 512	1000 1024	2000 2048	3000 2896	4000 4096	6000 6144	8000 8192
RIGHT								
LEFT								

72. PSYCHOLOGICAL AND PSYCHOMOTOR (*Tests used and score*)

73. NOTES (*Continued*) **AND SIGNIFICANT OR INTERVAL HISTORY**

occ. rectal pain - relieved by sitz baths + suppositories

(*Use additional sheets if necessary*)

74 SUMMARY OF DEFECTS AND DIAGNOSES (*List diagnoses with item numbers*)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (*Specify*)

76. A. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (*Check*)

A. ☒ IS QUALIFIED FOR

B. ☐ IS NOT QUALIFIED FOR

B. PHYSICAL CATEGORY

A	B	C	E

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

79. TYPED OR PRINTED NAME OF PHYSICIAN — SIGNATURE R. R. McBadden

80. TYPED OR PRINTED NAME OF PHYSICIAN — SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (*Indicate which*) — SIGNATURE

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY — SIGNATURE

NUMBER OF ATTACHED SHEETS

U. S. GOVERNMENT PRINTING OFFICE : 1957 O—432298

Standard Form 89
(Rev. Aug. 1950)
PROMULGATED BY
BUREAU OF THE BUDGET
CIRCULAR A-24

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

F.B.I.

1. LAST NAME—FIRST NAME—MIDDLE NAME: TAVEL, WILLIAM SAXBY
2. GRADE AND COMPONENT OR POSITION: Assistant Director
3. IDENTIFICATION NO.:
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State):
5. PURPOSE OF EXAMINATION: Annual Exam
6. DATE OF EXAMINATION: 10-18-61
7. SEX: M
8. RACE: W
9. TOTAL YRS. GOVT. SERVICE — MILITARY / CIVILIAN:
10. DEPARTMENT, AGENCY, OR SERVICE:
11. ORGANIZATION UNIT:
12. DATE OF BIRTH: 7-12-15
13. PLACE OF BIRTH: Sumter, S.C.
14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN:
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS:
16. OTHER INFORMATION:
17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)

Excellent

18. FAMILY HISTORY

RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH
FATHER	75	Fair		
MOTHER	69	deceased	cancer - breast	69
SPOUSE	37	Excellent		
BROTHERS AND SISTERS	42	" (sister)		
CHILDREN (2)		- twins - Excellent		

19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE:

YES	NO	(Check each item)	RELATION(S)
	✓	HAD TUBERCULOSIS	
	✓	HAD SYPHILIS	
	✓	HAD DIABETES	
✓		HAD CANCER	mother
	✓	HAD KIDNEY TROUBLE	
	✓	HAD HEART TROUBLE	
✓		HAD STOMACH TROUBLE	father - ulcers
	✓	HAD RHEUMATISM (Arthritis)	
	✓	HAD ASTHMA, HAY FEVER, HIVES	
	✓	HAD EPILEPSY (Fits)	
	✓	COMMITTED SUICIDE	
✓		BEEN INSANE	uncle - maternal

b6
b7C

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)

YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
	✓	SCARLET FEVER, ERYSIPELAS		✓	GOITER		✓	TUMOR, GROWTH, CYST, CANCER		✓	"TRICK" OR LOCKED KNEE
	✓	DIPHTHERIA		✓	TUBERCULOSIS		✓	RUPTURE		✓	FOOT TROUBLE
	✓	RHEUMATIC FEVER		✓	SOAKING SWEATS (Night sweats)		✓	APPENDICITIS		✓	NEURITIS
	✓	SWOLLEN OR PAINFUL JOINTS		✓	ASTHMA	✓		PILES OR RECTAL DISEASE		✓	PARALYSIS (Inc. infantile)
✓		MUMPS		✓	SHORTNESS OF BREATH		✓	FREQUENT OR PAINFUL URINATION		✓	EPILEPSY OR FITS
✓		WHOOPING COUGH		✓	PAIN OR PRESSURE IN CHEST		✓	KIDNEY STONE OR BLOOD IN URINE		✓	CAR, TRAIN, SEA, OR AIR SICKNESS
	✓	FREQUENT OR SEVERE HEADACHE	✓		CHRONIC COUGH		✓	SUGAR OR ALBUMIN IN URINE		✓	FREQUENT TROUBLE SLEEPING
	✓	DIZZINESS OR FAINTING SPELLS		✓	PALPITATION OR POUNDING HEART		✓	BOILS		✓	FREQUENT OR TERRIFYING NIGHTMARES
✓		EYE TROUBLE wear glasses		✓	HIGH OR LOW BLOOD PRESSURE		✓	VENEREAL DISEASE		✓	DEPRESSION OR EXCESSIVE WORRY
	✓	EAR, NOSE OR THROAT TROUBLE		✓	CRAMPS IN YOUR LEGS		✓	RECENT GAIN OR LOSS OF WEIGHT		✓	LOSS OF MEMORY OR AMNESIA
	✓	RUNNING EARS		✓	FREQUENT INDIGESTION		✓	ARTHRITIS OR RHEUMATISM		✓	BED WETTING
✓		CHRONIC OR FREQUENT COLDS		✓	STOMACH, LIVER OR INTESTINAL TROUBLE		✓	BONE, JOINT, OR OTHER DEFORMITY		✓	NERVOUS TROUBLE OF ANY SORT
	✓	SEVERE TOOTH OR GUM TROUBLE		✓	GALL BLADDER TROUBLE OR GALL STONES		✓	LAMENESS		✓	ANY DRUG OR NARCOTIC HABIT
	✓	SINUSITIS		✓	JAUNDICE		✓	LOSS OF ARM, LEG, FINGER, OR TOE		✓	EXCESSIVE DRINKING HABIT
	✓	HAY FEVER		✓	ANY REACTION TO SERUM, DRUG OR MEDICINE		✓	PAINFUL OR "TRICK" SHOULDER OR ELBOW		✓	HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)

YES	NO		YES	NO	
✓		WORN GLASSES		✓	ATTEMPTED SUICIDE
	✓	WORN AN ARTIFICIAL EYE		✓	BEEN A SLEEP WALKER
	✓	WORN HEARING AIDS		✓	LIVED WITH ANYONE WHO HAD TUBERCULOSIS
	✓	STUTTERED OR STAMMERED	✓		COUGHED UP BLOOD
✓		WORN A BRACE OR BACK SUPPORT		✓	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION

22. FEMALES ONLY: A. HAVE YOU EVER—

YES	NO		B. COMPLETE THE FOLLOWING:
		BEEN PREGNANT	AGE AT ONSET OF MENSTRUATION
		HAD A VAGINAL DISCHARGE	INTERVAL BETWEEN PERIODS
		BEEN TREATED FOR A FEMALE DISORDER	DURATION OF PERIODS
		HAD PAINFUL MENSTRUATION	DATE OF LAST PERIOD
		HAD IRREGULAR MENSTRUATION	QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY

23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS? ONE
24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS 20 years
25. WHAT IS YOUR USUAL OCCUPATION? Asst. Dir. FBI
26. ARE YOU (Check one) ☑ RIGHT HANDED ☐ LEFT HANDED

ENCLOSURE

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT	
	✓	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.	
	✓	B. INABILITY TO PERFORM CERTAIN MOTIONS	
	✓	C. INABILITY TO ASSUME CERTAIN POSITIONS	
	✓	D. OTHER MEDICAL REASONS (*If yes, give reasons*)	
	✓	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?	
	✓	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (*If yes, give details*)	
	✓	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (*If yes, state reason and give details*)	
	✓	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (*If yes, state reason and give details*)	
	✓	32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (*If yes, describe and give age at which occurred*)	
	✓	33. HAVE YOU EVER BEEN A PATIENT (*committed or voluntary*) IN A MENTAL HOSPITAL OR SANATORIUM? (*If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic*)	
✓		34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (*If yes, specify when, where, and give details*)	BRONCHITIS - 1952 - GARFIELD HOSPITAL, D.C. - BRONCHIOSCOPY. — negative. 1943 - Rt collar bone separated from shoulder in accident. fully healed. no trouble since.
	✓	35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (*If yes, give complete address of doctor, hospital, clinic, and details*)	
	✓	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (*If yes, which illnesses*)	
	✓	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (*If yes, give date and reason for rejection*)	
	✓	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (*If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability*)	
	✓	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (*If yes, specify what kind, granted by whom, and what amount, when, why*)	

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE	SIGNATURE
WILLIAM S. TAVEL	William S. Tavel

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (*Physician shall comment on all positive answers in items 20 thru 39*)

Positive points noted.

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER	DATE	SIGNATURE	NUMBER OF ATTACHED SHEETS
		D. R. McBadden	

U. S. GOVERNMENT PRINTING OFFICE: 1952—O-213344

Standard Form 520
Rev. August 1954
Promulgated
By Bureau of the Budget
Circular A—32

CLINICAL RECORD	ELECTROCARDIOGRAPHIC RECORD	PREVIOUS ECG ☐ YES ☐ NO

CLINICAL IMPRESSION

MEDICATION

☐ EMERGENCY ☐ BEDSIDE
☐ ROUTINE ☐ AMBULANT

AGE	SEX	RACE	HEIGHT	WEIGHT	B. P.	SIGNATURE OF WARD PHYSICIAN	DATE
46	M		5-9	167			10/18/61 @ 1045

RHYTHM: Sinus

AXIS DEVIATION (QRS): +30

RATES — AURIC. VENT. 70

INTERVALS — PR .14 QRS .08 QT .38

P WAVES: Normal

QRS COMPLEXES

RS—T SEGMENT: Elevation in V5 appears artifcatual

T WAVES: Normal

UNIPOLAR EXTREMITY LEADS *(Specify)*

PRECORDIAL LEADS *(Specify)*

SUMMARY, SERIAL CHANGES, AND IMPLICATIONS:

1. Within normal limits
2. Nosignificant change since 11/2/60

(Continue on reverse)

NO.	SIGNATURE	TITLE	DATE
ECG 16575	W. P. BAKER	LT MC USN	10/19/61

PATIENT'S IDENTIFICATION *(For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)*

REGISTER NO.

WARD NO. ST. CL.

TAVEL WILLIAM J FBI
USNH NNMC BETHSEDA,MD

ELECTROCARDIOGRAPHIC RECORD
Standard Form 520
(Attach tracings to S. F. 507)

ENCLOSURE

FD-300 (Rev. 2-9-60)

ASSISTANT DIRECTOR

Attachment to Standard Form 88, Report of Medical Examination
For Information and Guidance of Medical Examiner

Name of Examinee (Type or print) TAVEL, (Last) WILLIAM (First) SAXBY (Middle)

The following portions of the attached examination report form need not be completed:

2	62
3	65
4	67
9	68
11	69
14	72
17	76

46. Is necessary unless facilities for affording same are not readily available.

48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.

49. Is necessary unless facilities for affording same are not readily available.

71. Audiometer examinations should be afforded whenever possible.

For All Examinees, Whether Clerical or Special Agent Applicants or Employees:

The medical examiner should answer the following question:

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

To be Answered in the Case of All Male Employees and Male Applicants:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

☒ No ☐ Yes If "yes" please specify defects. _____

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

☒ No ☐ Yes If "yes" please specify defects. _____

If examinee has defective vision, should he wear corrective glasses while operating a motor vehicle? ☐ Yes ☐ No

67-215528-27-51

ENCLOSURE

Desirable Weight Ranges for Males

Height	Small Frame	Medium Frame	Large Frame
5' 4"	117 - 125	123 - 135	131 - 148
5' 5"	120 - 129	126 - 139	134 - 152
5' 6"	124 - 133	130 - 143	138 - 157
5' 7"	128 - 137	134 - 148	143 - 162
5' 8"	132 - 141	138 - 152	147 - 166
5' 9"	136 - 146	142 - 156	151 - 170
5' 10"	140 - 150	146 - 161	155 - 175
5' 11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6' 1"	152 - 163	158 - 176	169 - 190
6' 2"	156 - 167	163 - 181	174 - 195
6' 3"	160 - 171	168 - 186	178 - 200
6' 4"	169 - 180	178 - 196	188 - 210
6' 5"	174 - 185	182 - 202	192 - 216

3. Examinee's frame is ☐ small ☐ medium ☒ large

4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient

5. Under proper medical supervision, examinee should ☐ lose _____ pounds
☐ gain _____ pounds

Remarks: _____

P. R. McBadden
(Signature of Medical Examiner)

Oct. 18 1961
(Date)

Standard Form 88
(Rev. June 1956)

REPORT OF MEDICAL EXAMINATION

F.B.I.

1. LAST NAME—FIRST NAME—MIDDLE NAME	2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
TRAVEL, WILLIAM SAXBY	INSPECTOR	

4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)	5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION
	ANNUAL PHYSICAL	11/2/60

7. SEX	8. RACE	9. TOTAL YEARS GOVERNMENT SERVICE		10. AGENCY	11. ORGANIZATION UNIT
		MILITARY	CIVILIAN		
M	WHITE				

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
7/12/15	SUMTER S.C.	

15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	16. OTHER INFORMATION
NNMC	

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY (Total)	LAST SIX MONTHS

CLINICAL EVALUATION

NORMAL	(Check each item in appropriate column; enter "NE" if not evaluated.)	ABNORMAL
	18. HEAD, FACE, NECK, AND SCALP	
	19. NOSE	
	20. SINUSES	
	21. MOUTH AND THROAT	
	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
	23. DRUMS (Perforation)	
	24. EYES—GENERAL (Visual acuity and refraction under items 59, 60 and 67)	
NE	25. OPHTHALMOSCOPIC	
	26. PUPILS (Equality and reaction)	
	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)	
	28. LUNGS AND CHEST (Include breasts)	
	29. HEART (Thrust, size, rhythm, sounds)	
	30. VASCULAR SYSTEM (Varicosities, etc.)	
	31. ABDOMEN AND VISCERA (Include hernia)	
	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate, if indicated)	✓
	33. ENDOCRINE SYSTEM	
	34. G-U SYSTEM	
	35. UPPER EXTREMITIES (Strength, range of motion)	
	36. FEET	
	37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)	
	38. SPINE, OTHER MUSCULOSKELETAL	
	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
	40. SKIN, LYMPHATICS	
	41. NEUROLOGIC (Equilibrium tests under item 72)	
	42. PSYCHIATRIC (Specify any personality deviation)	
	43. PELVIC (Females only) (Check how done) ☐ VAGINAL ☐ RECTAL	

NOTES. (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)

Fullness of skin anal area

REC-13

67-215 -249
Searched
8 NOV 30 1960

REC-135

ENCLOSURE

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively.)

O—Restorable teeth
/—Nonrestorable teeth
X—Missing teeth
XXX—Replaced by dentures
(6 X 8)—Fixed bridge, brackets to include abutments

RIGHT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	LEFT
	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	
	X	X															

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

No Dental Defects

LABORATORY FINDINGS

45. URINALYSIS: A. SPECIFIC GRAVITY	1.021	46. CHEST X-RAY (Place, date, film number and result)
B. ALBUMIN Neg.	D. MICROSCOPIC	11-2-60 (14X17)
C. SUGAR Neg.	Neg.	19757 - Neg.

47. SEROLOGY (Specify test used and result)	48. EKG	49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS
Neg.			

5

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT	52. WEIGHT	53. COLOR HAIR	54. COLOR EYES	55. BUILD:	56. TEMPERATURE
68	168	Brown	Hazel	☐ SLENDER ☐ MEDIUM ☒ HEAVY ☐ OBESE	98

57. BLOOD PRESSURE (*Arm at heart level*)

A. SITTING	SYS. 118	B. RECUMBENT	SYS.	C. STANDING (3 min.)	SYS.
	DIAS. 78		DIAS.		DIAS.

58. PULSE (*Arm at heart level*)

A. SITTING	B. AFTER EXERCISE	C. 2 MIN. AFTER	D. RECUMBENT	E. AFTER STANDING 3 MIN.
88				

59. DISTANT VISION

RIGHT 20/ 20 CORR. TO 20/

LEFT 20/ 50 CORR. TO 20/ 20

60. REFRACTION

BY S. OX

BY Lens S. OX

61. NEAR VISION

CORR. TO 20/8 BY Lens

CORR. TO 20/8 BY Lens

62. HETEROPHORIA (*Specify distance*)

ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. CT PC PD

63. ACCOMMODATION

RIGHT LEFT

64. COLOR VISION (*Test used and result*) AOC-1946-18/18

65. DEPTH PERCEPTION (*Test used and score*)

UNCORRECTED

CORRECTED

66. FIELD OF VISION

67. NIGHT VISION (*Test used and score*)

68. RED LENS TEST

69. INTRAOCULAR TENSION

70. HEARING

RIGHT WV /15 SV /15

LEFT WV /15 SV /15

71. AUDIOMETER

	250 256	500 512	1000 1024	2000 2048	3000 2896	4000 4096	6000 6144	8000 8192
RIGHT								
LEFT								

72. PSYCHOLOGICAL AND PSYCHOMOTOR (*Tests used and score*)

73. NOTES (*Continued*) **AND SIGNIFICANT OR INTERVAL HISTORY**

REC'D - ADMIN DIV
FBI
Nov 23 9 24 AM 60U

(*Use additional sheets if necessary*)

74. SUMMARY OF DEFECTS AND DIAGNOSES (*List diagnoses with item numbers*)

32. Pruritus ani - Vioform Creme

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (*Specify*)

76. A. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (*Check*)

A. ☑ IS QUALIFIED FOR

B. ☐ IS NOT QUALIFIED FOR

B. PHYSICAL CATEGORY

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN G. R. JOHNSTON, CAPT, MC, USN

SIGNATURE G. R. Johnston

80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (*Indicate which*)

SIGNATURE

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

NUMBER OF ATTACHED SHEETS

U. S. GOVERNMENT PRINTING OFFICE : 1957 O—432298

Standard Form 89
(Rev. Aug. 1950)
PROMULGATED BY
BUREAU OF THE BUDGET
CIRCULAR A-24

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

F.B.I.

1. LAST NAME—FIRST NAME—MIDDLE NAME	2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
TAVEL, WILLIAM SAXBY	INSPECTOR	

4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)	5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION
	ANNUAL PHYSICAL	11/2/60

7. SEX	8. RACE	9. TOTAL YRS. GOVT. SERVICE MILITARY	CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE	11. ORGANIZATION UNIT
M	white				

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
7/12/15	SUMTER	

15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	16. OTHER INFORMATION

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)

VERY GOOD – at times have rectal pain, relieved by sitz bath & MEDICONES,

18. FAMILY HISTORY

RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH
FATHER	74	FAIR		
MOTHER			breast cancer	69
SPOUSE	37	very good		
~~BROTHERS~~				
~~AND~~				
SISTERS	41	excellent		
CHILDREN		twins - excellent		

19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE

YES	NO	(Check each item)	RELATION(S)
	✓	HAD TUBERCULOSIS	
	✓	HAD SYPHILIS	
	✓	HAD DIABETES	
✓		HAD CANCER	mother
	✓	HAD KIDNEY TROUBLE	
	✓	HAD HEART TROUBLE	
✓		HAD STOMACH TROUBLE	father - ulcer operation
	✓	HAD RHEUMATISM (Arthritis)	
	✓	HAD ASTHMA, HAY FEVER, HIVES	
	✓	HAD EPILEPSY (Fits)	
	✓	COMMITTED SUICIDE	
✓		BEEN INSANE	maternal uncle

b6
b7C

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)

YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
	✓	SCARLET FEVER, ERYSIPELAS		✓	GOITER		✓	TUMOR, GROWTH, CYST, CANCER		✓	"TRICK" OR LOCKED KNEE
	✓	DIPHTHERIA		✓	TUBERCULOSIS		✓	RUPTURE		✓	FOOT TROUBLE
	✓	RHEUMATIC FEVER		✓	SOAKING SWEATS (Night sweats)		✓	APPENDICITIS		✓	NEURITIS
	✓	SWOLLEN OR PAINFUL JOINTS		✓	ASTHMA	✓		PILES OR RECTAL DISEASE prolapse		✓	PARALYSIS (Inc. infantile)
✓		MUMPS		✓	SHORTNESS OF BREATH		✓	FREQUENT OR PAINFUL URINATION		✓	EPILEPSY OR FITS
	✓	WHOOPING COUGH		✓	PAIN OR PRESSURE IN CHEST		✓	KIDNEY STONE OR BLOOD IN URINE		✓	CAR, TRAIN, SEA, OR AIR SICKNESS
	✓	FREQUENT OR SEVERE HEADACHE	✓	~~✓~~	CHRONIC COUGH about 1952		✓	SUGAR OR ALBUMIN IN URINE		✓	FREQUENT TROUBLE SLEEPING
	✓	DIZZINESS OR FAINTING SPELLS		✓	PALPITATION OR POUNDING HEART		✓	BOILS		✓	FREQUENT OR TERRIFYING NIGHTMARES
	✓	EYE TROUBLE		✓	HIGH OR LOW BLOOD PRESSURE		✓	VENEREAL DISEASE		✓	DEPRESSION OR EXCESSIVE WORRY
	✓	EAR, NOSE OR THROAT TROUBLE		✓	CRAMPS IN YOUR LEGS		✓	RECENT GAIN OR LOSS OF WEIGHT		✓	LOSS OF MEMORY OR AMNESIA
	✓	RUNNING EARS		✓	FREQUENT INDIGESTION		✓	ARTHRITIS OR RHEUMATISM		✓	BED WETTING
✓		CHRONIC OR FREQUENT COLDS		✓	STOMACH, LIVER OR INTESTINAL TROUBLE		✓	BONE, JOINT, OR OTHER DEFORMITY		✓	NERVOUS TROUBLE OF ANY SORT
	✓	SEVERE TOOTH OR GUM TROUBLE		✓	GALL BLADDER TROUBLE OR GALL STONES		✓	LAMENESS		✓	ANY DRUG OR NARCOTIC HABIT
	✓	SINUSITIS		✓	JAUNDICE		✓	LOSS OF ARM, LEG, FINGER, OR TOE		✓	EXCESSIVE DRINKING HABIT
	✓	HAY FEVER		✓	ANY REACTION TO SERUM, DRUG OR MEDICINE		✓	PAINFUL OR "TRICK" SHOULDER OR ELBOW		✓	HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)

✓		WORN GLASSES		✓	ATTEMPTED SUICIDE
	✓	WORN AN ARTIFICIAL EYE		✓	BEEN A SLEEP WALKER
	✓	WORN HEARING AIDS		✓	LIVED WITH ANYONE WHO HAD TUBERCULOSIS
	✓	STUTTERED OR STAMMERED	✓		COUGHED UP BLOOD 1952
✓		WORN A BRACE OR BACK SUPPORT		✓	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION

22. FEMALES ONLY: A. HAVE YOU EVER— B. COMPLETE THE FOLLOWING:

		BEEN PREGNANT	AGE AT ONSET OF MENSTRUATION
		HAD A VAGINAL DISCHARGE	INTERVAL BETWEEN PERIODS
		BEEN TREATED FOR A FEMALE DISORDER	DURATION OF PERIODS
		HAD PAINFUL MENSTRUATION	DATE OF LAST PERIOD
		HAD IRREGULAR MENSTRUATION	QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY

23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?	24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS	25. WHAT IS YOUR USUAL OCCUPATION?	26. ARE YOU (Check one)
1	19 yrs	INSPECTOR 7131	☑ RIGHT HANDED ☐ LEFT HANDED

RECORDED 67-21-5 41

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT	
	✓	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.	
	✓	B. INABILITY TO PERFORM CERTAIN MOTIONS	
	✓	C. INABILITY TO ASSUME CERTAIN POSITIONS	
	✓	D. OTHER MEDICAL REASONS (*If yes, give reasons*)	
	✓	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?	
	✓	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (*If yes, give details*)	
	✓	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (*If yes, state reason and give details*)	
	✓	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (*If yes, state reason and give details*)	
	✓	32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (*If yes, describe and give age at which occurred*)	
	✓	33. HAVE YOU EVER BEEN A PATIENT (*committed or voluntary*) IN A MENTAL HOSPITAL OR SANATORIUM? (*If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic*)	
✓		34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (*If yes, specify when, where, and give details*)	1943 - right clavicle dislocation - prolapse about 1953.
	✓	35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (*If yes, give complete address of doctor, hospital, clinic, and details*)	
	✓	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (*If yes, which illnesses*)	
	✓	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (*If yes, give date and reason for rejection*)	
	✓	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (*If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability*)	
	✓	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (*If yes, specify what kind, granted by whom, and what amount, when, why*)	

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE	SIGNATURE William A. Tarr

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (*Physician shall comment on all positive answers in items 20 thru 39*)

Occassional rectal pain -

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER	DATE	SIGNATURE	NUMBER OF ATTACHED SHEETS
G. R. JOHNSTON, CAPT, MC, USN	NOV 2 '60	G. R. Johnston	

U. S. GOVERNMENT PRINTING OFFICE: 1952—O-213344

FD-300 (Rev. 2-9-60)

Attachment to Standard Form 88, Report of Medical Examination
For Information and Guidance of Medical Examiner

Name of Examiner (Type or print) TAVEL (Last) WILLIAM (First) SAXBY (Middle)

The following portions of the attached examination report form need not be completed:

2	62
3	65
4	67
9	68
11	69
14	72
17	76

46. Is necessary unless facilities for affording same are not readily available.

48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.

49. Is necessary unless facilities for affording same are not readily available.

71. Audiometer examinations should be afforded whenever possible.

For All Examinees, Whether Clerical or Special Agent Applicants or Employees:

The medical examiner should answer the following question:

Examinee ☑ is ☐ is not qualified for strenuous physical exertion.

To be Answered in the Case of All Male Employees and Male Applicants:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

   ☑ No ☐ Yes If "yes" please specify defects. _____

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

   ☑ No ☐ Yes If "yes" please specify defects. _____

   If examinee has defective vision, should he wear corrective glasses while operating a motor vehicle? ☐ Yes ☒ No

5.

ENCLOSURE

67-31[illegible]-241

Desirable Weight Ranges for Males

Height	Small Frame	Medium Frame	Large Frame
5' 4"	117 - 125	123 - 135	131 - 148
5' 5"	120 - 129	126 - 139	134 - 152
5' 6"	124 - 133	130 - 143	138 - 157
5' 7"	128 - 137	134 - 148	143 - 162
5' 8"	132 - 141	138 - 152	147 - 166
5' 9"	136 - 146	142 - 156	151 - 170
5' 10"	140 - 150	146 - 161	155 - 175
5' 11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6' 1"	152 - 163	158 - 176	169 - 190
6' 2"	156 - 167	163 - 181	174 - 195
6' 3"	160 - 171	168 - 186	178 - 200
6' 4"	169 - 180	178 - 196	188 - 210
6' 5"	174 - 185	182 - 202	192 - 216

3. Examinee's frame is ☐ small ☐ medium ☒ large

4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient

5. Under proper medical supervision, examinee should ☐ lose _____ pounds
☐ gain _____ pounds

Remarks: _____

G. R. Johnston
(Signature of Medical Examiner)

NOV 22 1960
(Date)

MEDICAL REPORTS

Personnel File of: TAVEL, WILLIAM SAXBY

Personnel File No. 67-215528

3/pkg

PATIENT'S LAST NAME — FIRST NAME — MIDDLE NAME

TAVEL, WILLIAM SAXBY FBI

(Above space for mechanical imprinting, if used)

REGISTER NO.

WARD NO. Staff clinic

052 AGE | SEX | (Check one) ☐ BEDSIDE, WHEELCHAIR, OR STRETCHER ☐ BED PATIENT ☐ AMBULATORY

EXAMINATION REQUESTED

REQUESTED BY Dr. Johnston

DATE OF REQUEST

PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

FILM NO. 18104-59

DATE OF REPORT

RADIOGRAPHIC REPORT

11/10/59 LEFT SHOULDER IN EXTERNAL AND INTERNAL ROTATION: Negative for osseous or joint abnormality. 052 JHE:egc

J. H. EDE...
LCDR MC USN

...al
...Medical Center
Natio...
Bethesda 14, Maryland

SIGNATURE: (Specify location of laboratory if not part of requesting facility)

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

Standard Form 519A (Rev. Aug. 1954)
Promulgated by Bureau of the Budget
Circular A—32 (Rev.)

RADIOGRAPHIC REPORT

PATIENT'S LAST NAME — FIRST NAME — MIDDLE NAME	REGISTER NO.	WARD NO.
TAVEL, WILLIAM SAXBY FBI		STAFF CLINIC

033

AGE	SEX	(Check one) ☐ BEDSIDE, WHEELCHAIR, OR STRETCHER ☐ BED PATIENT ☐ AMBULATORY
		EXAMINATION REQUESTED
		REQUESTED BY: Dr. / DATE OF REQUEST

(Above space for mechanical imprinting, if used)

PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

FILM NO. DATE OF REPORT

RADIOGRAPHIC REPORT 18104-59

10 Nov. 1959 CHEST: Examination again demonstrates the cystic changes previously described in the right perihilar region. Appearance of the heart and lungs is otherwise unchanged as compared with the previous study dated 10 Oct. 1958. 033 DEM:zj

Department of Radiology
U.S. Naval Hospital
National Naval Medical Center
Bethesda 14, Maryland

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

D. E. MAC CARTY,
LT MC USN

SIGNATURE: (Specify location of laboratory if not part of requesting facility)

Standard Form 519A (Rev. Aug. 1954)
Promulgated by Bureau of the Budget
Circular A—32 (Rev.)

RADIOGRAPHIC REPORT

Standard Form 89
(Rev. Aug. 1950)
PROMULGATED BY
BUREAU OF THE BUDGET
CIRCULAR A-24

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

F.B.I.

1. LAST NAME—FIRST NAME—MIDDLE NAME	2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
TAVEL, WILLIAM SAXBY	INSPECTOR	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)	5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION
	ANNUAL PHYSICAL	11/10/59

7. SEX	8. RACE	9. TOTAL YRS. GOVT. SERVICE MILITARY	CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE	11. ORGANIZATION UNIT
M	W				

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
7/12/15	SUMTER, S.C.	

15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	16. OTHER INFORMATION

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)

VERY GOOD. - Soreness in left shoulder

18. FAMILY HISTORY

RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH
FATHER	73	- good		
MOTHER	69	- died cancer 12/58		69
SPOUSE	36	- very good.		
BROTHERS AND SISTERS —				
	40	very good		
CHILDREN	7	- 9 - very good		

19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE:

YES	NO	(Check each item)	RELATION(S)
		HAD TUBERCULOSIS	
		HAD SYPHILIS	
		HAD DIABETES	
✓		HAD CANCER	mother
		HAD KIDNEY TROUBLE	
		HAD HEART TROUBLE	
✓		HAD STOMACH TROUBLE	father - ulcers
		HAD RHEUMATISM (Arthritis)	
		HAD ASTHMA, HAY FEVER, HIVES	
		HAD EPILEPSY (Fits)	
		COMMITTED SUICIDE	
✓		BEEN INSANE	uncle - maternal

b6
b7C

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)

YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
	✓	SCARLET FEVER, ERYSIPELAS		✓	GOITER		✓	TUMOR, GROWTH, CYST, CANCER	✓		"TRICK" OR LOCKED KNEE
	✓	DIPHTHERIA		✓	TUBERCULOSIS		✓	RUPTURE		✓	FOOT TROUBLE
	✓	RHEUMATIC FEVER		✓	SOAKING SWEATS (Night sweats)		✓	APPENDICITIS		✓	NEURITIS
	✓	SWOLLEN OR PAINFUL JOINTS		✓	ASTHMA	✓		PILES OR RECTAL DISEASE		✓	PARALYSIS (Inc. infantile)
✓		MUMPS one side I think		✓	SHORTNESS OF BREATH		✓	FREQUENT OR PAINFUL URINATION		✓	EPILEPSY OR FITS
✓		WHOOPING COUGH	✓		PAIN OR PRESSURE IN CHEST		✓	KIDNEY STONE OR BLOOD IN URINE		✓	CAR, TRAIN, SEA, OR AIR SICKNESS
	✓	FREQUENT OR SEVERE HEADACHE	✓		CHRONIC COUGH		✓	SUGAR OR ALBUMIN IN URINE		✓	FREQUENT TROUBLE SLEEPING
	✓	DIZZINESS OR FAINTING SPELLS		✓	PALPITATION OR POUNDING HEART		✓	BOILS		✓	FREQUENT OR TERRIFYING NIGHTMARES
✓		EYE TROUBLE wear glasses		✓	HIGH OR LOW BLOOD PRESSURE		✓	VENEREAL DISEASE		✓	DEPRESSION OR EXCESSIVE WORRY
	✓	EAR, NOSE OR THROAT TROUBLE		✓	CRAMPS IN YOUR LEGS		✓	RECENT GAIN OR LOSS OF WEIGHT		✓	LOSS OF MEMORY OR AMNESIA
	✓	RUNNING EARS		✓	FREQUENT INDIGESTION		✓	ARTHRITIS OR RHEUMATISM		✓	BED WETTING
✓		CHRONIC OR FREQUENT COLDS		✓	STOMACH, LIVER OR INTESTINAL TROUBLE		✓	BONE, JOINT, OR OTHER DEFORMITY		✓	NERVOUS TROUBLE OF ANY SORT
	✓	SEVERE TOOTH OR GUM TROUBLE		✓	GALL BLADDER TROUBLE OR GALL STONES		✓	LAMENESS		✓	ANY DRUG OR NARCOTIC HABIT
	✓	SINUSITIS		✓	JAUNDICE		✓	LOSS OF ARM, LEG, FINGER, OR TOE		✓	EXCESSIVE DRINKING HABIT
	✓	HAY FEVER		✓	ANY REACTION TO SERUM, DRUG OR MEDICINE	✓		PAINFUL OR "TRICK" SHOULDER OR ELBOW		✓	HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)

YES	NO		YES	NO	
✓		WORN GLASSES		✓	ATTEMPTED SUICIDE
	✓	WORN AN ARTIFICIAL EYE		✓	BEEN A SLEEP WALKER
	✓	WORN HEARING AIDS		✓	LIVED WITH ANYONE WHO HAD TUBERCULOSIS
	✓	STUTTERED OR STAMMERED	✓		COUGHED UP BLOOD
✓		WORN A BRACE OR BACK SUPPORT		✓	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION

22. FEMALES ONLY: A. HAVE YOU EVER—

YES	NO	
		BEEN PREGNANT
		HAD A VAGINAL DISCHARGE
		BEEN TREATED FOR A FEMALE DISORDER
		HAD PAINFUL MENSTRUATION
		HAD IRREGULAR MENSTRUATION

B. COMPLETE THE FOLLOWING:

AGE AT ONSET OF MENSTRUATION	
INTERVAL BETWEEN PERIODS	
DURATION OF PERIODS	
DATE OF LAST PERIOD	
QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY	

23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?	24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS	25. WHAT IS YOUR USUAL OCCUPATION?	26. ARE YOU (Check one)
one	18 yrs.	Inspector - FBI	☑ RIGHT HANDED ☐ LEFT HANDED

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
	✓	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
	✓	B. INABILITY TO PERFORM CERTAIN MOTIONS
	✓	C. INABILITY TO ASSUME CERTAIN POSITIONS
	✓	D. OTHER MEDICAL REASONS (*If yes, give reasons*)
	✓	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
	✓	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (*If yes, give details*)
	✓	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (*If yes, state reason and give details*)
	✓	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (*If yes, state reason and give details*)
	✓	32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (*If yes, describe and give age at which occurred*)
	✓	33. HAVE YOU EVER BEEN A PATIENT (*committed or voluntary*) IN A MENTAL HOSPITAL OR SANATORIUM? (*If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic*)
	✓	34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (*If yes, specify when, where, and give details*)
	✓	35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (*If yes, give complete address of doctor, hospital, clinic, and details*)
	✓	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (*If yes, which illnesses*)
	✓	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (*If yes, give date and reason for rejection*)
	✓	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (*If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability*)
	✓	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (*If yes, specify what kind, granted by whom, and what amount, when, why*)

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE William A. Tavel

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (*Physician shall comment on all positive answers in items 20 thru 39*)

Noted soreness in left shoulder past few weeks

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER	DATE	SIGNATURE	NUMBER OF ATTACHED SHEETS
G. R. JOHNSTON, CAPT, MC, USN	NOV 10 '59	G R Johnston	

U. S. GOVERNMENT PRINTING OFFICE: 1952—O-213344

PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME	REGISTER NO.	WARD NO.
TAVEL, William Saxby FBI		Staff Clinic

AGE	SEX	(Check one) ☐ BEDSIDE, WHEELCHAIR, OR STRETCHER ☐ BED PATIENT ☐ AMBULATORY
		EXAMINATION REQUESTED
		REQUESTED BY: Dr.Johnston — DATE OF REQUEST

(Above space for mechanical imprinting, if used)

PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

FILM NO. 16719-58 | DATE OF REPORT

RADIOGRAPHIC REPORT

10/1/58 CHEST: Examination again demonstrates the multiple cystic appearing changes in the region of the right hilum and right 3rd anterior interspace. These have remained appreciably unchanged since examinations dating back to 1953. The heart and lungs are otherwise essentially negative. JP/hcb

J.PAUL
LCDR MC USN

Department of Radiology
U.S. Naval Hospital
National Naval Medical Center
~~Bethesda 14, Maryland~~

SIGNATURE: (Specify location of laboratory if not part of requesting facility)

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

GPO c9—16—56906-5†

Standard Form 519A (Rev. Aug. 1954)
Promulgated by Bureau of the Budget
Circular A—32 (Rev.)

RADIOGRAPHIC REPORT

Standard Form 513
Rev. August 1954
Promulgated
By Bureau of the Budget
Circular A-2-32

CLINICAL RECORD	CONSULTATION SHEET

REQUEST

TO:	FROM: (Requesting ward, unit, or activity)	DATE OF REQUEST
EAR CLINIC	STAFF CLINIC	10-1-58

REASON FOR REQUEST (Complaints and findings)

This SA, FBI appeared this date for his annual physical examination and it was noted he has never been afforded an audiogram. Please do audiogram for record purposes.

Thank you,

PROVISIONAL DIAGNOSIS

DOCTOR'S SIGNATURE	APPROVED	PLACE OF CONSULTATION	
G.R. Johnston G.R. JOHNSTON, CAPT, MC, USN		☐ BEDSIDE ☐ ON CALL	☐ EMERGENCY ☐ ROUTINE

CONSULTATION REPORT

Audiogram completely normal.

(Continued on reverse side)

SIGNATURE AND TITLE	DATE	IDENTIFICATION NO.	ORGANIZATION
[illegible]			

PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)	REGISTER NO.	WARD NO.
TAVEL, WILLIAM S. SPECIAL AGENT, FBI		

CONSULTATION SHEET
Standard Form 513

U. S. GOVERNMENT PRINTING OFFICE : 1957—O-437819 16—56119-5 †

PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME	REGISTER NO.	WARD NO.
TAVEL, WILLIAM SAXBY FBI		Staff clinic

AGE	SEX	(Check one) ☐ BEDSIDE, WHEELCHAIR, OR STRETCHER ☐ BED PATIENT ☐ AMBULATORY
		EXAMINATION REQUESTED
		REQUESTED BY: Staff clinic — DATE OF REQUEST:

(Above space for mechanical imprinting, if used)

PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

FILM NO.	DATE OF REPORT
15288-57	

RADIOGRAPHIC REPORT

9/25/57 CHEST: The heart is not enlarged. There is prominence of the right hilar region and slightly lateral to this, there are some radiolucencaries suggesting bullae or cavitary formation. No history is included on this chit. Is there a history of recent infection ? The patient should be returned for an apical lordotic film and tomograms. RCG:egc

done 10-16

R. C. GARCIA
LT MC USN

SIGNATURE: (Specify location of laboratory if not part of requesting facility)

Department of Radiology
U.S. Naval Hospital
~~National Naval Medical Center~~
Bethesda 14, Maryland

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

GPO c9—16—56900-5t

Standard Form 519A (Rev. Aug. 1954)
Promulgated by Bureau of the Budget
Circular A—32 (Rev.)

RADIOGRAPHIC REPORT

PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME	REGISTER NO.	WARD NO.
TAVEL, WILLIAM S. FBI		Staff clinic

AGE	SEX	(Check one)
		☐ BEDSIDE, WHEELCHAIR, OR STRETCHER ☐ BED PATIENT ☐ AMBULATORY

EXAMINATION REQUESTED

REQUESTED BY	DATE OF REQUEST
DR. Johnston	

(Above space for mechanical imprinting, if used)

PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

FILM NO.	DATE OF REPORT
15288-57	

RADIOGRAPHIC REPORT

10/16/57 RIGHT PERI-HILAR TOMOGRAMS: Tompgraphy was carried out in 12,15 and 18 cm. The previously reported cystic type change lateral to the right hilum is well demonstrated in these films. The examination in 25 SEptember 1957, has been compared with the previous films back to 1953, and there has been no apparent change in this area. There are no bronchograms at present available, but it is understood that a bronchography was carried out.
CONCLUSION: No interval change. WML:egc

Department of Radiology
U.S. Naval Hospital
National Naval Medical Center
Bethesda 14, Maryland

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

W. M. LITTLE
SURG. CDR. RCN

SIGNATURE: (Specify location of laboratory if not part of requesting facility)

GPO c9—16—56906-5†

Standard Form 519A (Rev. Aug. 1954)
Promulgated by Bureau of the Budget
Circular A—32 (Rev.)

RADIOGRAPHIC REPORT

PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME	REGISTER NO.	WARD NO.
TAVEL, William Saxby FBI		Staff Clinic

AGE	SEX	(Check one)
		☐ BEDSIDE, WHEELCHAIR, OR STRETCHER ☐ BED PATIENT ☐ AMBULATORY

EXAMINATION REQUESTED

REQUESTED BY	DATE OF REQUEST
Dr.Johnston	

(Above space for mechanical imprinting, if used)

PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

FILM NO.	11864-56	DATE OF REPORT

RADIOGRAPHIC REPORT

9/19/56 CHEST: The lungs are clear. The heart is not enlarged. MWD/hcb

M. W. DIETZ,
LCDR. MC USN

SIGNATURE: (Specify location of laboratory if not part of requesting facility)

GPO c9—16—56900-5†

Standard Form 519A (Rev. Aug. 1954)
Promulgated by Bureau of the Budget
Circular A—32 (Rev.)

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

RADIOGRAPHIC REPORT

PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME

TAVEL, William H.

REGISTER NO. FB1

WARD NO.

AGE | SEX | (Check one) ☐ BEDSIDE, WHEELCHAIR, OR STRETCHER ☐ BED PATIENT ☒ AMBULATORY

EXAMINATION REQUESTED PA & Lat Chest

REQUESTED BY Johnson

DATE OF REQUEST 9-28-55

(Above space for mechanical imprinting, if used)

PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

FILM NO. 10660-55

DATE OF REPORT

RADIOGRAPHIC REPORT

9-29-55

normal

W. Huth Benson CDR

SIGNATURE: (Specify location of laboratory if not part of requesting facility)

GPO 60—10—56906-5†

Standard Form 519A (Rev. Aug. 1954)
Promulgated by Bureau of the Budget
Circular A—32 (Rev.)

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

RADIOGRAPHIC REPORT

(Check one)	PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME	REGISTER NO.	WARD NO.
☐ BEDSIDE, WHEEL CHAIR, OR STRETCHER ☐ BED PATIENT ☐ AMBULATORY	TAKEL, William S REQUESTED BY: Dr. Olmsted	DATE OF REQUEST	Staff Clinic

EXAMINATION REQUESTED	AGE	SEX	IDENTIFICATION NO.
CHEST	38	Male	

PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

11546-53

RADIOGRAPHIC REPORT	FILM NO.	DATE OF REPORT
		12-22-53

Chest - Re-examination of the chest again reveals fibrotic strands extending from the right hilar region into the right third anterior interspace. There is also suggestion of several tiny emphysematous blebs in this region. The findings are unchanged since the examination of 11-9-53, therefore they probably represent an inactive fibrotic process.

R. B. BRIDENBAUGH LT MCUSN

SIGNATURE: (SPECIFY LOCATION OF LABORATORY IF NOT PART OF REQUESTING FACILITY)

NNMC BETHESDA, MARYLAND

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

GPO e0—16—56906-4

Standard Form 519A (Rev. Feb. 1951)
Promulgated by Bureau of the Budget
Circular A—32

RADIOGRAPHIC REPORTS

(Check one)	PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME	REGISTER NO.	WARD NO.
☐ BEDSIDE, WHEEL CHAIR, OR STRETCHER	TAVEL, William S.	FBI	Staff Cli
☐ BED PATIENT	REQUESTED BY	DATE OF REQUEST	
☐ AMBULATORY	Dr. Olmstead	12-18-53	

EXAMINATION REQUESTED	AGE	SEX	IDENTIFICATION NO.
CHEST	38	M	

PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

RADIOGRAPHIC REPORT	FILM NO.	DATE OF REPORT
	11546-53	12-22-53

CHEST: Re-examination of the chest again reveals fibrotic strands extending from the right hilar region into the right third anterior interspace. There is also suggestion of several tiny emphysematous blebs in this region. The findings are unchanged since the examination of 11-9-53, therefore, they probably represent an inactive fibrotic process.

6 month recheck

R.B. BRIDENBAUGH, LT, MC, USN

SIGNATURE: (SPECIFY LOCATION OF LABORATORY IF NOT PART OF REQUESTING FACILITY)

Standard Form 519A (Rev. Feb. 1951)
Promulgated by Bureau of the Budget
Circular A—32

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

GPO c0—16—50900-4 †

RADIOGRAPHIC REPORTS

(Check one)
☐ BEDSIDE, WHEEL CHAIR, OR STRETCHER
☐ BED PATIENT
☐ AMBULATORY

PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME	REGISTER NO.	WARD NO.
TAVEL, William S.	FBI	Staff Clinic
REQUESTED BY	DATE OF REQUEST	
Dr. Olmstead	12-18-53	

EXAMINATION REQUESTED	AGE	SEX	IDENTIFICATION NO.
CHEST	38	M	

PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

RADIOGRAPHIC REPORT	FILM NO.	DATE OF REPORT
	11546-53	12-22-53

CHEST: Re-examination of the chest again reveals fibrotic strands extending from the right hilar region into the right third anterior interspace. There is also suggestion of several tiny emphysematous blebs in this region. The findings are unchanged since the examination of 11-9-53, therefore, they probably represent an inactive fibrotic process.

R.B. BRIDENBAUGH, LT, MC, USN

SIGNATURE: (SPECIFY LOCATION OF LABORATORY IF NOT PART OF REQUESTING FACILITY)

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Circular A—32

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

GPO c9—10—56906-4 †

RADIOGRAPHIC REPORTS

(Check one)	PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME	REGISTER NO.	WARD NO.
☐ BEDSIDE, WHEEL CHAIR, OR STRETCHER	TAVEL, William Saxby	F.B.I	Rm 11
☐ BED PATIENT	REQUESTED BY: Dr. Olmsted	DATE OF REQUEST: 6-30-54	
☐ AMBULATORY			

EXAMINATION REQUESTED	AGE	SEX	IDENTIFICATION NO.
CHEST PA AND LATERAL	38	Male	

PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

7736-54

RADIOGRAPHIC REPORT — FILM NO. — DATE OF REPORT 6-30-54

The chest examination again presents the fibrotic infiltration in the right chest at the level of the third interspace. No change is noted from the previous examinations.

J. W. FRIES, LT MCUSN

SIGNATURE: (SPECIFY LOCATION OF LABORATORY IF NOT PART OF REQUESTING FACILITY)

NNMC BETHESDA, MARYLAND

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

GPO c9—16—56906-4 †

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RADIOGRAPHIC REPORTS

4

(Check one)	PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME	REGISTER NO.	WARD NO.
☐ BEDSIDE, WHEEL CHAIR, OR STRETCHER	TAVEL, William S		St. clinic
☐ BED PATIENT	REQUESTED BY: S t. clinic	DATE OF REQUEST: 9-29-54	
☐ AMBULATORY			

EXAMINATION REQUESTED	AGE	SEX	IDENTIFICATION NO.
chest,	39	M	

PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

RADIOGRAPHIC REPORT — FILM NO. 7736-54 — DATE OF REPORT

10-2-54

Re-examination of the chest again reveals the density in the right hilar region/ There has been no appreciable change since the examination in June 1954.
This could be ~~[illegible]~~ the result of a vascular change such as an Av fistula. JP/m

U. PAUL
LT MC USN

SIGNATURE: (SPECIFY LOCATION OF LABORATORY IF NOT PART OF REQUESTING FACILITY)

USNH BETH MD

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

GPO 16—56906-3 †

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RADIOGRAPHIC REPORTS

COPY

(Check one)	PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME	REGISTER NO.	WARD NO.
☐ BEDSIDE, WHEEL CHAIR, OR STRETCHER	Tavel, William S.		Staff Clinic
☐ BED PATIENT	REQUESTED BY	DATE OF REQUEST	
☐ AMBULATORY	Olmstead	11/9/53	
EXAMINATION REQUESTED		AGE / SEX	IDENTIFICATION NO.
Chest		Male	

PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

RADIOGRAPHIC REPORT	FILM NO.	DATE OF REPORT
	11,546-53	

COPY

A few fibris appearing strands of increased density are noted in the right mid lung field. No previous films are available for comparisin. In addition a sharply circumscribed rounded area of increased density is noted ajacent to the right fourth rib. anteriorly. This density cannot be identified in the lateral projection. Significance of these findings is not apparent from this examination. They could be the result of an old healedc inflammatory process.
Examination should be repeated in three or four weeks for the purpose of further evaluation.

COPY

R. B. Bridenbaugh Lt. MC USN
SIGNATURE: (SPECIFY LOCATION OF LABORATORY IF NOT PART OF REQUESTING FACILITY)

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GPO c9—16—56906-4

RADIOGRAPHIC REPORTS

(Check one)	PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME	REGISTER NO.	WARD NO.
☐ BEDSIDE, WHEELCHAIR, OR STRETCHER ☐ BED PATIENT ☐ AMBULATORY	TAVEL Wm S.	FB1	
	REQUESTED BY: Dr Christeller	DATE OF REQUEST	
EXAMINATION REQUESTED: 14 X 17 chest		AGE	SEX

SUMMARY OF PERTINENT CLINICAL HISTORY, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

repeat 11546-53

RADIOGRAPHIC REPORT (*Use reverse side for additional space*)

11-12-53

A few fibrid appearing strands of increased density are noted in the right mid lung field. No previous films are available for comparison. In adittion a sharply circumscribed rounded area of increased ~~on~~ density is noted ajacent to the right fourth rib anteriorly. This density cannot be identified in the lateral projection. ~~Sig~~ significance of these findings is not apparent from this examaination. They could be the result of an old healed inflammatory process. Examination should be reapeated in three to four weeks for purposed of further evaluation.

FILM NO. _____

(DATE OF REPORT)

R. B. BRIDENBAUGH, LT, MC, USN

REPORT MADE BY—*Initials*)

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(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

GPO c0—16—56906-1

RADIOGRAPHIC REPORTS

(Check one) ☐ BEDSIDE, WHEEL CHAIR, OR STRETCHER ☐ BED PATIENT ☐ AMBULATORY	PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME: TAVEL, WILLIAM SAXBY FBI	REGISTER NO.: Staff Clinic	WARD NO.: Rm. 11
	REQUESTED BY: F. B. Eveland	DATE OF REQUEST: 9-18-52	
EXAMINATION REQUESTED: Chest 14 x 17 refl., old film #296390		AGE: 37 / SEX: M.	IDENTIFICATION NO.

PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

RADIOGRAPHIC REPORT | FILM NO. | DATE OF REPORT

Examination of the chest in single PA projection only shows peribronchial infiltration on the right extending into the right base. In addition there is an area of metallic type of density overlying the anterior end of the 4th rib on the right. This may represent some lipiodol. It would be necessary to have old films for complete evaluation of this case and I suggest we make every effort to obtain films before clearing this patient.

Bronchogram April 1952 - Negative

W. S. COLE, CDR MCUSN

9-19-52

10604-52

SIGNATURE: (SPECIFY LOCATION OF LABORATORY IF NOT PART OF REQUESTING FACILITY)

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GPO 16—56906-3 †

RADIOGRAPHIC REPORTS

HEARING RECORD
PRNC-NMC-75

NAME Tavel, William EBF AGE 43

AIR CONDUCTION

DATE	RIGHT 125	250	500	1000	2000	4000	8000	LEFT 125	250	500	1000	2000	4000	8000	EXAMINER
10-1-58	1	0	0	0	0	0	10	1	0	0	0	0	0	0	[illegible]

BONE CONDUCTION

DATE	RIGHT WHITE NOISE							LEFT						LOW TONE	EXAMINER

OPPOSITE EAR MASK AT _____

	WHISPER	CONV	RINNE	SCHWABACK	WEBER	GELLE	CALORIC	EXAMINER

SPEECH RECEPTION

DATE		SPOND.	OTHER	MIC.	REC.	DATE		SPOND.	OTHER	MIC.	REC.
	RIGHT						RIGHT				
	LEFT						LEFT				
	FREE FIELD						FREE FIELD				

DATE		Pb' AT	%	MIC.	REC.	EXAMINER	DATE		Pb' AT	%	MIC.	REC.	EXAMINER
	RIGHT							RIGHT					
	LEFT							LEFT					
	FREE FIELD							FREE FIELD					

REMARKS